



THE UNIVERSITY OF
**SOUTHERN
MISSISSIPPI**

ELECTION TO DISCONTINUE PRINTING DIRECT DEPOSIT ADVICE

By signing this form, I am requesting that my direct deposit advice no longer be printed and mailed to me. Navigation to view my current and previous paycheck information through SOAR is Self Service – Payroll and Compensation – View Paycheck.

I understand that at any time, I may view my current and previous paycheck information online through SOAR, as long as I am an active employee, using the above navigation.

Signed

Empl ID#

Date

I am:
 Faculty/Staff
 Student

After completing, please forward to either Human Resources (for faculty and staff – Box 5111) or Student Employment (for students – Box 5014)

Human Resources/Student Employment Use Only:

Date received

Date entered