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**FOR ALL PAYROLL APPROVERS OR FISCAL OFFICERS:**

**Please be sure that the information in this document is shared with all of your employees.**

**Please see the important note below from FMS/Payroll. Note that this ONLY affects employees who have arranged with their bank to have all or a portion of their payroll direct deposit forwarded to a non-US bank.**

IMPORTANT NOTICE ABOUT INTERNATIONAL ACH/DIRECT DEPOSIT

Due to new banking regulations, beginning September 18, 2009, funds electronically deposited via Automated Clearing House (ACH) in a U.S. bank and then forwarded to a non-U.S. bank are required to include additional information that is not currently being collected. Until this additional information can be obtained, payments of this nature must be paid by paper check or will be rejected by the ACH network. THIS INCLUDES ACH PAYMENTS PROCESSED BY INDIANA UNIVERSITY FOR PAYROLL DIRECT DEPOSIT.

If you currently forward, or in the future plan to forward, ACH payments to a non-U.S. bank; steps should IMMEDIATELY be taken to inactivate or change your direct deposit information currently on file with Indiana University. YOU NEED NOT TAKE ANY ACTION IF YOU DO NOT AND WILL NOT FORWARD ACH PAYMENTS TO A NON-U.S. BANK. The first paydates that this change affects are:

Bi-weekly	September 18, 2009
Monthly	September 31, 2009

FACULTY/STAFF receiving PAYROLL DIRECT DEPOSIT should call Financial Management Services Customer Service at (812) 855-0375 or contact them via their webform at [FMS Support Form](#) .

Failure to take action will result in your bank rejecting your international deposit and returning the funds to Indiana University. Indiana University is not responsible for international ACH transactions that are rejected and/or delayed due to missing information. Indiana University is also not responsible for any bank fees or overdraft fees that are a result of a failure to take action.