



## Direct Deposit Authorization

Please complete this form and return to Payroll.

**Employee Information:** Indicate your name, Social Security number and College phone number

**Banking Information:** Indicate what type of account the funds will be deposited into (savings or checking). Indicate if the direct deposit is new or additional. If you are making a change to the amount or percentage of your paycheck that you would like deposited, indicate that in the appropriate area. If you are canceling a previous direct deposit allocation, indicate that in the appropriate area. Write in the name of the financial institution, account number and fixed amount or percentage of your total paycheck you would like deposited into that specific account.

**IMPORTANT:** You must attach a voided check to this form, OR provide a typed letter from your bank stating your account and routing number.

Any changes to this direct deposit allocation will require a new form to be completed. Changes include financial institutions, account numbers, fixed amount or percentage allocations.

**Cancellations:** The agreement represented by this authorization will remain in effect until canceled by the employee. To cancel the agreement, the employee **must** complete a new form indicating "Cancel" in the Banking Information section of the form.

<u>Employee Information</u>	
Name: _____	College Phone: _____
Social Security Number: _____	

<u>Banking Information</u>						
Account Type	New or additional	Change Amount or Percentage	Cancel	Financial Institution	Account Number	Amount or Percentage
<input type="checkbox"/> Savings <input type="checkbox"/> Checking						
<input type="checkbox"/> Savings <input type="checkbox"/> Checking						

Employee Certification: **I certify that I read and understand the instructions on this form, including the authorization for recovery.** In signing this form, I authorize my salary payment to be sent to the designated financial institution(s) to be deposited into the specified account(s).

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Benefits of Direct Deposit**

**Timely...**with direct deposit, payroll funds are deposited into your account and available at midnight of the pay date. Additionally, no time is spent in line at the bank or ATM to deposit funds, and there is no waiting time for the direct deposit to clear.

**Secure...**with direct deposit there is no worry associated with lost, stolen or misplaced checks, as the funds are deposited directly into your bank account. Direct deposit is the most private, safest, proven way to transfer money.

**Reliable...**Funds are deposited into your account on pay day regardless if you are in attendance on that pay date.

**Convenient...**Funds can be deposited into more than one account to meet your financial needs.