

## DIRECT DEPOSIT AUTHORIZATION

Payroll / Accounts Payable

Election for direct deposit requires <u>full net pay</u> to be distributed between accounts listed. All direct deposit information will be verified with your bank before becoming active. You will receive paper checks until your accounts become active, which may take one or more pay periods. The primary account will also be used for direct deposit of employee expense reimbursements. A copy of a check or a direct deposit form from the bank must be provided for each account.

Employee Name:			College ID Number:				
1. Bank Trai	Bank Transit/Routing Number: (9 digits)		Bank Name and Phone Number:				
Account Number:			Entire net pay will be deposited to this account <i>after</i> the partial deposits listed below have been deducted.				
Type of Ac	ccount: Checking S	Savings	Check One:	Start	Stop		
2. Bank Transit/Routing Number: (9 digits)			Bank Name and Phone Number:				
Account Number:			Dollar Amount to be deposited:				
Type of Ac	ecount: Checking S	Savings	Check One:	Start [	Change Amount	Stop	
3. Bank Tran	Bank Transit/Routing Number: (9 digits)  Account Number:			Bank Name and Phone Number:			
Account N				Dollar Amount to be deposited:			
Type of Ac	ecount: Checking 5	Savings	Check One:	Start	Change Amount	Stop	
4. Bank Tran	Bank Transit/Routing Number: (9 digits)		Bank Name and Phone Number:				
Account N	Account Number:		Dollar Amount to be deposited:				
Type of Ac	ecount: Checking S	Savings	Check One:	Start [	Change Amount	Stop	
Payroll direct of until I choose t Should funds b not to exceed the and I understa reimbursement	rize Cabrini College to initia leposits and direct deposits of o terminate or change this ag e erroneously deposited into he amount of the credit. I fu nd that I will be notified by of ts made to my primary accounts	of employee exp greement by sul my account(s), rther authorize e-mail to my off	ense reimburse omission of a no I authorize Ca Cabrini Colleg	ements will bew Direct De brini College ge to provide mail address	e made to the accounts posit Authorization fo e to debit my account f me with an electronic for any employee expe	s listed above rm. or an amount pay statemen	
<b>Employee Signature:</b>		Date	:	Telep Numl			



## DIRECT DEPOSIT AUTHORIZATION

## **Direct Deposit Instructions**

- 1. If you are completing this form online, click in each box and type in the required information as outlined below. Print the completed form and then sign and date on the lines provided at the bottom of the form. An original signature is required on each form submitted. You may also print the blank form and complete by hand. Please print if you are completing this form by hand.
- 2. Enter your name and your College ID number on the lines provided.
- 3. Each of the three sections on the form represents a different bank account. You may elect to have your paycheck deposited in up to three different accounts. However, the full amount of your paycheck must be allocated to the accounts listed. You cannot receive a check and a direct deposit on the same payday. Since net pay may vary from pay period to pay period, it is not always possible to specify amounts that will ensure a full direct deposit of pay. Therefore, the bank account listed in the first section will be used to deposit your remaining net pay after all other partial deposits have been made. If you are only signing up for deposit into one account, you must use this section to identify that account. The remaining two sections allow you to specify a dollar amount (not a percentage) that you would like to have deposited into up to three additional accounts. Reimbursement may only be deposited to your primary account.
- 4. For each account, enter your bank's transit number. The transit number is usually the first nine digits on the lower left-hand corner of your check. Occasionally, a bank will specify a different series of numbers to use for direct deposit (ACH) transactions. These are listed under the bank's name and address on your checks. Please use these numbers instead of the transit number. If you are depositing into a savings account, please contact your bank for their transit number. The numbers on your deposit slips may not be correct for direct deposit purposes.
- 5. Enter the name and phone number of your bank. It may be necessary for Payroll to contact your bank if there are questions concerning the proper set up of your direct deposit.
- 6. Enter your bank account number. These are usually the next series of numbers at the bottom of the check after the transit numbers. The last few digits on the right at the bottom of the check are the check number. They are identical to the check number printed on the top right corner of the check. Be careful not to include them as part of your account number on the form.
- 7. You may specify a dollar amount to be deposited into each account. As noted above, the net amount of your check will be deposited into the first account listed, so you may only specify partial amounts on the last two accounts.
- 8. Check the box indicating whether the numbers listed are for a Savings or a Checking account.
- 9. For each account listed, please indicate whether you are starting a new deposit, changing the amount of the partial deposit, or stopping your existing direct deposit. Attach a copy of a check or other verification from your bank for each account listed. Deposit slips are not acceptable verification.
- 10. Provide your daytime telephone number at the bottom of the form, sign, date and return the form to the Payroll Department. Your direct deposit(s) will become effective on the second pay period after your deposit authorization is processed.