



## DIRECT DEPOSIT AUTHORIZATION

### Payroll Department

Election for direct deposit requires full net pay to be distributed between checking and savings accounts listed.

All direct deposits will be pre-noted (tested) and take effect the second pay after processing by the Payroll Dept.

A copy of a check or a direct deposit form from the bank must be provided for each account listed below.

Employee Name: \_\_\_\_\_ College ID Number: \_\_\_\_\_

1.	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 Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Check One: <input type="checkbox"/> Start <input type="checkbox"/> Stop
2.	Bank Transit/Routing Number: (9 digits)	Bank Name and Phone Number:
	Account Number:	Dollar Amount to be deposited:
	Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Check One: <input type="checkbox"/> Start <input type="checkbox"/> Change Amount <input type="checkbox"/> Stop
3.	Bank Transit/Routing Number: (9 digits)	Bank Name and Phone Number:
	Account Number:	Dollar Amount to be deposited:
	Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Check One: <input type="checkbox"/> Start <input type="checkbox"/> Change Amount <input type="checkbox"/> Stop
4.	Bank Transit/Routing Number: (9 digits)	Bank Name and Phone Number:
	Account Number:	Dollar Amount to be deposited:
	Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Check One: <input type="checkbox"/> Start <input type="checkbox"/> Change Amount <input type="checkbox"/> Stop

I hereby authorize Cabrini College to direct deposit in the account(s) and financial institution(s) listed above. Such direct deposit(s) will be made on each succeeding payday unless I choose to terminate this agreement in writing. Should funds be erroneously deposited into my account(s), I authorize Cabrini College to debit my account for an amount not to exceed the amount of the credit.

Employee Telephone  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Number: \_\_\_\_\_



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#### **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 four sections on the form represents a different bank account. You may elect to have your paycheck deposited in up to four 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 three sections allow you to specify a dollar amount (not a percentage) that you would like to have deposited into up to three additional accounts.
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 three 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.