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|--|
| <input type="checkbox"/> New |
| <input type="checkbox"/> Add/Change/Delete |
| <input type="checkbox"/> Stop all direct deposit |

Payroll Direct Deposit Authorization Form

Employee Name _____

SS# _____

Account Information

| | | | |
|---|---|--|--|
| Action: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Delete <input type="checkbox"/> Stop | | Financial Institution: _____ | |
| 9 Digit Routing Number* _____ | Pay to the Order of _____ Date _____ | Deposit Type: <input type="checkbox"/> Amount \$ _____ . | |
| Account Number* _____ | #1001 #123456789# 025 4009983 # | <input type="checkbox"/> Balance | |
| Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings | <small>ABA or Bank Routing Number Always 9 digits and between the "1" character</small> | Effective Date: _____ | |

Account Information

| | | | |
|---|---|--|--|
| Action: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Delete <input type="checkbox"/> Stop | | Financial Institution: _____ | |
| 9 Digit Routing Number* _____ | Pay to the Order of _____ Date _____ | Deposit Type: <input type="checkbox"/> Amount \$ _____ . | |
| Account Number* _____ | #1001 #123456789# 025 4009983 # | <input type="checkbox"/> Balance | |
| Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings | <small>ABA or Bank Routing Number Always 9 digits and between the "1" character</small> | Effective Date: _____ | |

Account Information

| | | | |
|---|---|--|--|
| Action: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Delete <input type="checkbox"/> Stop | | Financial Institution: _____ | |
| 9 Digit Routing Number* _____ | Pay to the Order of _____ Date _____ | Deposit Type: <input type="checkbox"/> Amount \$ _____ . | |
| Account Number* _____ | #1001 #123456789# 025 4009983 # | <input type="checkbox"/> Balance | |
| Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings | <small>ABA or Bank Routing Number Always 9 digits and between the "1" character</small> | Effective Date: _____ | |

*** Please Attach a Voided Check OR Deposit Slip to this Form.**

Adding a new direct deposit or changing account type, bank identification number or account number requires a prenote to be sent to the bank before the add or change becomes effective. A prenote sends your account type, bank ID and account number to the bank to assure the accuracy of the numbers. Changes should be effective 5 to 15 days after WCCC enters the direct deposit in the payroll system.

I authorize Washington County Community College and my financial institution(s) indicated above to initiate electronic credit entries (direct deposit) of the amounts I designated.

Employee Signature _____

Date _____