Direct Deposit Authorization Form

1. The account must be established and active at your bank before you request direct deposit.
2. Confirm that the bank accepts direct deposits and verify the transit routing and account number.
3. For savings accounts, you MUST confirm the transit routing number with your bank account.
4. Notify the bank that you are going to set up direct deposit through payroll.

Please check the appropriate box and complete:

☐ Canceling account (item C below).
Payroll must cancel direct deposit BEFORE you cancel account.

☐ Direct deposit already set up, changing dollar amount only (C through E below).

☐ A new account (A through E below).

☐ A new account to replace and existing direct deposit (A through E below).
Account number you are replacing (REQUIRED): _____

A. Bank Name _____

B. Bank Transit Routing Number: ☐☐☐☐☐☐☐☐☐

C. Bank Account Number: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

D. Checking ☐ Savings ☐

E. Full Deposit ☐ Partial Deposit (amount per pay date) $_____

Please return to the Payroll Dept., with a voided check for checking, or a deposit slip for savings account.
NOTE: Each new account will go through a pre-note process that will take one payroll period. Please plan accordingly.

⇨ I authorize Clark University and the bank above to deposit my net pay or portion thereof as indicated into my account each pay date.
⇨ If funds to which I am not entitled are deposited to my account, I authorize Clark University to direct the bank to return said funds to Clark University.
⇨ I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher.

Associate Name (Print): _____

Associate Signature: _____

Social Security # (Required): _____ Date: _____

Company Code: _____ File #: _____
(Company Code and File # can be found in the upper left corner of your check stub)

Attach Voided Check or Deposit Slip Here

Christopher Colonial 0123
100 Minuteman Drive
Constitution, USA 00000 **VOID** Date _____

Pay To The Order _____ $ _____
_____ Dollars

Your Friendly Bank Void
Memo _____ _____
123456789 1000000000000 0000

For Dept. Use Only:

Processed By:

Company Code:

Date Processed: