

Printed Name

Employee Direct Deposit Authorization Form

Payroll & Accounts Payable Disbursements

Direct deposit is the process whereby the college deposits your pay directly into the savings or checking account of your choice.

Fill out the direct deposit form below today and return it to the Finance Office/ Payroll Department, or call (541)440-7697 for more information.

Please allow four to six weeks processing tim deposited. Return form and voided check to			
Name:			
First	MI Last		Banner ID number (required)
U.S. Check Sample			
MEMO	-	Social Security Number Phone num	
331674485 1456874801 * 3	321		
Routing Number	Check # 3321		
PAYROLL FUNDS			
Type of Transaction	Ro	outing Numbers	Type of Account Amount
			Checking Savings
Start Change Cance	1		Account number
Financial Institution		City, State, Zip:	
Type of Transaction	Ro	outing Numbers	Type of Account Amount
			Checking Savings
Start Change Cance	1		
		a. a. =	Account number
Financial Institution		City, State, Zip:	
Note: Funds can be split between accounts ACCOUNTS PAYABLE	for payroll only. To indica	ate more than 2 accounts for p	payroll fill out an additional form.
Type of Transaction	Ro	outing Numbers	Type of Account
			Checking Savings
Start Change Cance	1		
Financial Institution		City, State, Zip:	Account number
Financial Institution		City, State, Zip:	
	AUTHORIZATION AND	CERTIFICATION SIGNATURES	:
	reverse any deposits made		into my account(s) at the bank(s) named above. ugh the college's direct deposit program. I further
Further, I agree not to hold Umpqua supplied by me or by my financial institution			unds due to incorrect or incomplete information a depositing funds to my account.
This agreement will remain in effect institution, or until I submit a new direct deportanges to this information.			notice of cancellation from me or my financial e allow the College ten business days for any

Signature

Date