Employee Direct Deposit Authorization Form

Payroll & Accounts Payable Disbursements

UMPQUA COMMUNITY COLLEGE

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 time as your account information must be verified with your financial institution before your pay can be deposited. **Return form and voided check to the Finance Office / Payroll Department, 1140 Umpqua College Rd, Roseburg, OR 97470.**

Name: _____ _____

First MI Last Banner ID number (required)

_____ _____

Social Security Number Phone number

PAYROLL FUNDS

Type of Transaction	**Routing Numbers**	**Type of Account** **Amount**
☐ Start ☐ Change ☐ Cancel		◯ Checking ◯ Savings **Account number**
Financial Institution	**City, State, Zip:**	
Type of Transaction	**Routing Numbers**	**Type of Account** **Amount**
☐ Start ☐ Change ☐ Cancel		◯ Checking ◯ Savings **Account number**
Financial Institution	**City, State, Zip:**	

Note: Funds can be split between accounts for payroll only. To indicate more than 2 accounts for payroll fill out an additional form.

ACCOUNTS PAYABLE

Type of Transaction	**Routing Numbers**	**Type of Account**
☐ Start ☐ Change ☐ Cancel		◯ Checking ◯ Savings **Account number**
Financial Institution	**City, State, Zip:**	

AUTHORIZATION AND CERTIFICATION SIGNATURES:

I hereby authorize Umpqua Community College to deposit my payroll/accounts payable funds into my account(s) at the bank(s) named above. Umpqua Community College is authorized to reverse any deposits made in error to my account(s) through the college's direct deposit program. I further warrant that I am a **holder** on the account(s) listed above.

Further, I agree not to hold Umpqua Community College responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until the Umpqua Community College receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Finance Office/Payroll department. Please allow the College ten business days for any changes to this information.

_____ _____ _____

Printed Name Signature Date

Revised 05/2013