

Direct Payroll Deposit Authorization

I hereby authorize Centenary College and the financial institution listed below to deposit my net pay from Centenary College automatically into the account listed below each payday. If funds to which I am not entitled are deposited to this account in error, I authorize Centenary College to direct the financial institution to return said funds to Centenary College; I will be notified in writing in the event of any such error. This authorization remains in force until I notify the Human Resources Department in writing either to discontinue this direct payroll deposit or to change information for my direct payroll deposit, or the College notifies employees that it elects to discontinue this service.

Employee Name (printed) _____

Department _____ Telephone Ext. _____

Financial Institution _____

Address _____

City, State, Zip Code _____

Transit/ABA Number _____
(generally this is the first set of numbers on your check)

Checking Account Number _____
(generally this is the second set of numbers on your check)

Deposit into my: _____ Checking Account and attached is a VOIDED check.
 _____ Savings Account

I understand that following receipt of this signed authorization by the Human Resources Department:

- the first paycheck will be an actual paycheck and not a direct deposit. This is standard operating procedure for initializing direct payroll deposits.
- The second paycheck will my first direct payroll deposit.

Change of Financial Institution Information

Please cancel current direct deposit into my: _____ Checking Account _____ Savings Account

Signature

Date