

SPELMAN COLLEGE DIRECT DEPOSIT AUTHORIZATION

(To be completed by employee) *Please Print!*

Employee Name (Last, First, MI)	Social Security Number:
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Do you have Multiple Direct Deposits?: ☐ YES ☐ NO

EFFECTIVE DATE: _____

FIRST ACCOUNT

Account Type: (Select One) ☐ Checking ☐ Savings
Type of Transaction: ☐ New ☐ Change Amount ☐ Stop
Name & Address of Financial Institution: (Branch Location)

Direct Deposit Options for this account (Check One):

- ☐ Deposit **100%** of net pay (single direct deposits only)
☐ Deposit a **fixed amount** of \$ _____ (i.e., \$100.25)
☐ Deposit _____ **percentage** of net pay (full percentages only, i.e., 25%)

9-Digit Bank Routing Number: (Contact your Financial Institution)

Account Number: (Please **VERIFY** with your Financial Institution!)

SECOND ACCOUNT

Account Type: (Select One) ☐ Checking ☐ Savings
Type of Transaction: ☐ New ☐ Change Amount ☐ Stop
Name & Address of Financial Institution: (Branch Location)

Direct Deposit Options for this account (Check One):

- ☐ Deposit a **fixed amount** of \$ _____ (i.e., \$100.25)
☐ Deposit _____ **percentage** of net pay (full percentages only, i.e., 25%)
☐ Deposit remaining amount of net pay after previously selected direct deposits.

9-Digit Bank Routing Number: (Contact your Financial Institution)

Account Number: (Please **VERIFY** with your Financial Institution!)

THIRD ACCOUNT

Account Type: (Select One) ☐ Checking ☐ Savings
Type of Transaction: ☐ New ☐ Change Amount ☐ Stop
Name & Address of Financial Institution: (Branch Location)

Direct Deposit Options for this account (Check One):

- ☐ Deposit a **fixed amount** of \$ _____ (i.e., \$100.25)
☐ Deposit _____ **percentage** of net pay (full percentages only, i.e., 25%)
☐ Deposit remaining amount of net pay after previously selected direct deposits.

9-Digit Bank Routing Number: (Contact your Financial Institution)

Account Number: (Please **VERIFY** with your Financial Institution!)

FOURTH ACCOUNT

Account Type: (Select One) ☐ Checking ☐ Savings
Type of Transaction: ☐ New ☐ Change Amount ☐ Stop
Name & Address of Financial Institution: (Branch Location)

Direct Deposit Options for this account (Check One):

- ☐ Deposit a **fixed amount** of \$ _____ (i.e., \$100.25)
☐ Deposit _____ **percentage** of net pay (full percentages only, i.e., 25%)
☐ Deposit remaining amount of net pay after previously selected direct deposits.

9-Digit Bank Routing Number: (Contact your Financial Institution)

Account Number: (Please **VERIFY** with your Financial Institution!)

DEPOSITOR (EMPLOYEE) CERTIFICATION

I certify that I have read and understood the back of this form, including the authorization for recovery. By signing this form, I authorize my salary payment to be sent to the financial institution named above and to be deposited to the designated account.

Employee Signature:

Date:

PLEASE READ THIS CAREFULLY

The information on this form is confidential and is required to process payment data from the College to the financial institution and/or its agent. Failure to provide the requested information may delay or prevent receipt of payments through the direct deposit program.

How to Complete the Direct Deposit Authorization Form

ANY CHANGE TO YOUR DIRECT DEPOSIT WILL REQUIRE YOU TO COMPLETE A NEW FORM. THE NEW FORM SHALL SUPERSEDE ALL PREVIOUSLY SUBMITTED FORMS; THEREFORE, THE NEW FORM MUST TOTALLY REFLECT HOW YOU WISH TO HAVE YOUR NET PAY DEPOSITED.

For New Direct Deposits: To start a new direct deposit account, complete the top portion of the form. Be sure to indicate the effective date and mark the **new** box to indicate this is a new direct deposit. **Verify** all banking information with your financial institution and list on the form. **Attach** a voided check for checking accounts or a deposit slip for savings accounts, and **Specify** direct deposit option you wish to select for each account (i.e., fixed amount, %, etc.). Your form must also be signed and dated at the bottom. For joint accounts, the joint account holder must also sign the form.

To Stop a Direct Deposit: Follow the same instructions for new direct deposits; however, you must mark the **stop** box for the account you are canceling.

To Change: Follow the same instructions for new direct deposits; however, you must mark the **change amount** box for the account for which you are changing the amount.

Your Responsibilities:

- You are responsible for verifying (with your bank) the accuracy of your bank account number when your enrollment form is completed and for confirming (with your bank) that your net pay deposit is in your account on the first payday when you receive your direct deposit statement. If the information on the statement is incorrect (for example, if the account number to which funds have been deposited is incorrect), you must notify the payroll office immediately.
- Please note that direct deposit is not guaranteed and it is your responsibility to verify the availability of funds in your accounts. You are responsible for notifying the payroll office if a direct deposit did not occur.
- You are responsible for notifying the payroll office if you change banks or account number. You must complete a new Direct Deposit Authorization Form and begin the direct deposit process again.
- You must notify the payroll office if your bank account has been closed. You must complete a Direct Deposit Authorization Form to stop that direct deposit (see above for instructions on how to stop a direct deposit).
- You are responsible for payment of any charges that may be incurred against your account as a result of direct deposit.

Authorization to Recover Funds Deposited in Error:

By signing this form, you and each joint account holder (if applicable) consent to allow the College, through the financial institution, to debit the account (upon notice to you and any joint account holders) and to use any other lawful means to recover any salary payments to which you are not entitled.

Multiple Direct Deposits:

Employees may choose to deposit their net pay into a maximum of four accounts. It is the responsibility of the employee to clearly indicate and monitor the priority of his or her direct deposits.

Cancellation of Direct Deposit:

Pay will be directly deposited until the financial institution, the College, or the employee cancels direct deposit.

Cancellation by the College:

The financial institution receiving the direct deposits may cancel direct deposit. The institution must provide you and the payroll office 30 days written notice of the cancellation. The cancellation will not take effect until the College processes it.

Direct deposit may be canceled on the effective date of any of the following:

- ✓ Termination of employment
- ✓ Change of financial institution or account information
- ✓ Change to ineligible or inactive status

Cancellation by the Employee:

You may stop participating in direct deposit at any time by notifying the payroll office and completing a new Direct Deposit Authorization Form. Please follow the instructions to stop a direct deposit. The cancellation may not take effect until the pay period after it is processed by Payroll.

Additional questions regarding direct deposits should be directed to the payroll office.