

**Direct Deposit Form**  
**Authorization Agreement for Automatic Deposit of Payroll**

**Full Service Direct Deposit is . . .**

- *Convenient.* It deposits your net pay automatically to the bank account of your choice. Full Service Deposit also makes your money instantly available on payday for withdrawal or check writing.
- *Safe.* Full Service Direct Deposit eliminates the chance of lost, stolen or damaged paychecks.
- *Confidential.* Full Service Direct Deposit reduces handling of your personal payroll information by others.
- *Reliable.* Full Service Direct Deposit provides complete pay stub information and deposit confirmation every payday.
- *Free.* All these benefits are offered to student employees at no charge.

**How to Enroll . . .**

To sign up for Full Service Direct Deposit, complete the enrollment form and give it to the Work Study Coordinator in the Financial Aid Office.

**Employee Direct Deposit Enrollment Form**

I hereby authorize Presbyterian College student work study payroll coordinator to deposit any amounts owed to me, as instructed by me at the financial institution (hereinafter "Bank") indicated on this form. Further I authorize Bank to accept and to credit any credit entries indicated by Presbyterian College to my account.

In the event that Presbyterian College deposits funds erroneously into my account, I authorize Presbyterian College to debit my account for an amount not to exceed the original amount of the erroneous credit.

I also agree that if my account(s) are closed without the knowledge of Presbyterian College and there is a Bank charge for returning the money deposited into my account(s), then I am responsible for paying the charge/fee to Presbyterian College.

This authorization is to remain in full force and effect until Presbyterian College and Bank have received written notice from me of its termination in such time and in such manner to afford Presbyterian College and Bank reasonable opportunity to act on it.

**Employee Name:** \_\_\_\_\_ **PC Student ID #** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: It will be a full payment cycle before this goes into effect. (ie. Sign up in August, receive check in August, direct deposit will begin in the September payroll.)**

**Account Information: IMPORTANT: Attached a voided CHECK (not deposit slip) with this form.**

Make sure you fill in the information of the Bank that you want your money deposited to. Remember you can deposit in checking and/or savings account.

**Check ONE only:**

\_\_\_\_\_ **Checking Account:**

Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_

Account Number: \_\_\_\_\_

\_\_\_\_\_ **Savings Account:**

Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_

Account Number: \_\_\_\_\_

Contact your bank to verify Routing/Transit number for your savings account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.