



Direct Deposit Form

The College has the capability to provide direct deposit services to all banks that are members of the automated clearing house (ACH) system. Most financial institutions are members.

New or updated Direct Deposit Forms must be submitted in person to either Human Resources or Payroll.

Benefits of direct deposit include:

- Availability of funds at 8AM on pay day
- Eliminates problems of picking up checks during vacation and other absences
- Eliminates possibility of being delayed in US Mail
- Many banks offer enhanced account benefits for direct deposit customers

To have your pay deposited directly to your bank account, please complete the bottom portion of this form and return it to the Business Office.

The process requires a test period of one pay prior to activation. This will assure the accuracy of all activity through the national transfer system. To begin your direct deposit, you must provide the information no later than 10 days before your usual payday. Receipt of information after this time will be processed with the next subsequent payroll. There will always be a one payroll lead time (including any changes of information.)

If you are not sure of your account number and your bank's ACH routing number, please contact your bank for the information you need. Direct deposit cannot be processed without these numbers. Do not attach a voided check or deposit slip. If you have any questions or concerns, please contact Payroll, x3153.

01/2020

EMPLOYEE NAME _____

Check one: New Payroll Deposit Change Deposit Information Additional Deposit Revoke Authorization

<input type="checkbox"/> Checking Account or <input type="checkbox"/> Savings Account	Bank Name _____ Account Number _____ Bank Transit/Routing Number _____ (Required) I wish to deposit: ____ Entire Net Pay or \$ _____
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<input type="checkbox"/> Checking Account or <input type="checkbox"/> Savings Account	Bank Name _____ Account Number _____ Bank Transit/Routing Number _____ (Required) I wish to deposit: ____ Entire Net Pay or \$ _____
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I authorize Muhlenberg College to direct deposit my pay to the above named account beginning the next available pay date and continuing until I revoke this authorization.

EMPLOYEE SIGNATURE _____

DATE _____