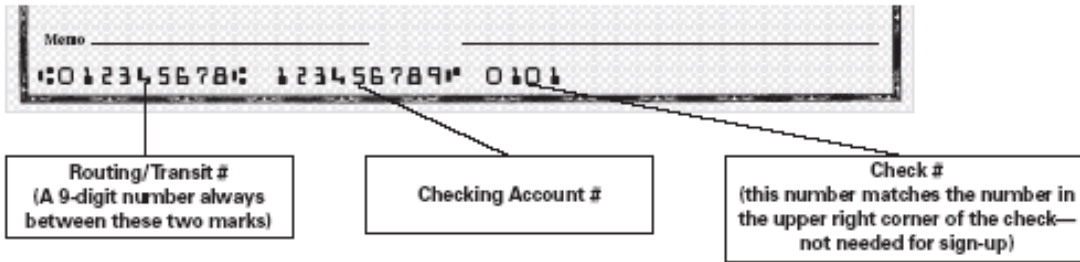


# EMMANUEL COLLEGE

## Student Employment Direct Deposit Authorization Form

Name (as it appears on paycheck)	Social Security Number
Name of Financial Institution (Bank, Savings Institution, Credit Union, etc.)	
<b>Type of account:</b> <input type="checkbox"/> <b>CHECKING</b> – Attach a voided check (deposit slips not accepted) <input type="checkbox"/> <b>SAVINGS</b> – Voided check not required – Attach a copy of your bank statement or contact your financial institution for a confirmation of your account number and routing number	
<b>Bank Routing Number</b> (see below) <div style="border-top: 1px solid black; height: 15px; width: 100%; margin-top: 5px;"></div>	<b>Account Number</b> (not the same as ATM Bank Card #) <div style="border-top: 1px solid black; height: 15px; width: 100%; margin-top: 5px;"></div>

**Please use a guide for finding routing and account number (for checking accounts only):**



**NOTE: (PLEASE READ CAREFULLY)**

Due to the time it takes to process the Direct Deposit Form, your first paycheck will be in paper form and sent to your student mailbox. Once the payroll office has received verification from your financial institution, all preceding paychecks will be directly deposited into your bank account.

Once your direct deposit request is activated, you will be able to view your ADP iPayStatement which will include a confirmation of your direct deposit and detail your gross wages and deductions.

In general, the funds you are direct depositing are available for use as of the check date. However, some financial institutions have their own availability of fund policy. The College assumes no responsibility for delays relating to banking system processing.

If you wish to close out an account for which you have a direct process in place, **YOU MUST FIRST TERMINATE THE DIRECT DEPOSIT FEATURE THROUGH THE PAYROLL OFFICE. FOLLOWING THIS PROCESS WILL AVOID MISDIRECTED DEPOSIT FROM HAPPENING.** Cancellation of the direct deposit feature is immediate upon written notification to the Payroll Office.

If a technical difficulty arises requiring the direct deposit feature to be disabled for a particular pay period, you will receive an actual paycheck. Every effort will be made to notify you if this exception when it occurs.

I authorize Emmanuel College to directly deposit funds to the financial institution listed above.

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