

# DIRECT DEPOSIT OF PAYROLL FUNDS AUTHORIZATION FORM

By my signature below, I authorize my employer, Saint Mary's College of California, to initiate credit entries and if necessary, debit entries and adjustments for any credit entries made in error. I instruct Saint Mary's College to deduct the amount specified from my wages and forward said amount for credit to my account(s) as indicated below.

NAME \_\_\_\_\_ ID# \_\_\_\_\_  
(Please print)

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

|  |   |
|--|---|
| <b>Deposit Account # 1</b>   |   |
| Bank Name: _____   | <b>I would like to deposit:</b>                           |
| Account type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings | <input type="checkbox"/> Entire Net Pay Check             |
| Routing Number _____   | <input type="checkbox"/> Amount \$ _____ (NO percentages) |
| Account Number: _____  | <input type="checkbox"/> Stop Deposit                     |

*optional: for additional bank accounts to split deposit*

|  |   |
|--|---|
| <b>Deposit Account # 2</b>   |   |
| Bank Name: _____   | <b>I would like to deposit:</b>                           |
| Account type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings | <input type="checkbox"/> Remainder of Net Pay Check       |
| Routing Number _____   | <input type="checkbox"/> Amount \$ _____ (NO percentages) |
| Account Number: _____  | <input type="checkbox"/> Stop Deposit                     |

|  |   |
|--|---|
| <b>Deposit Account # 3</b>   |   |
| Bank Name: _____   | <b>I would like to deposit:</b>                           |
| Account type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings | <input type="checkbox"/> Remainder of Net Pay Check       |
| Routing Number _____   | <input type="checkbox"/> Amount \$ _____ (NO percentages) |
| Account Number: _____  | <input type="checkbox"/> Stop Deposit                     |

**Directions for completing the Direct Deposit of Payroll Funds Authorization Form:**

1. Indicate your bank(s) for direct deposit: select account type, enter 9-digit routing number and full bank account number(s), for each account.
2. For deposit to one account only, select "Entire Net Pay Check" in Deposit # 1 section.
3. If you are depositing to multiple accounts, use Deposit # 1 to specify \$ Amount to first account and then use Deposit # 2 (and #3 if needed) to designate additional account for the "Remainder of Net Pay Check."
4. Attaching a voided check or direct deposit info sheet from your bank can help prevent errors.
5. Be sure you have signed and dated this authorization form.
6. **Bring valid Photo ID** to remit form to Human Resources or Payroll Office.

HR/Payroll verified by \_\_\_\_\_ Date \_\_\_\_\_