

## Direct Deposit Authorization

Employee \_\_\_\_\_ Office/Department \_\_\_\_\_  
(Print clearly or type full name)

**ATTACH A VOIDED BLANK PERSONAL CHECK HERE**

Direct deposit items are processed using the routing number from your voided check. If your financial institution is a savings and loan, credit union, or you wish to deposit into a savings account, **please verify with your financial institution that the routing number on your deposit slip is the same number we should use for electronic transmissions.**

**For your initial direct deposit, check with your financial institution to confirm proper receipt of your deposit.**

***Please circle one: (C)hecking    (S)avings***

Please Check Appropriate Box(es):

**A. Authorization and Agreement for Direct Deposit**

**I authorize Birmingham-Southern College to deposit my payroll check with the financial institution I have indicated. The financial institution is authorized to credit those deposits to the account(s).**

**B. Additional Account/s**

**I hereby request deposits into multiple accounts. I have attached the appropriate voided check/s and have indicated the amount/s of the deposit/s.**

\$ \_\_\_\_\_ (C) (S)    \$ \_\_\_\_\_ (C) (S)    \$ \_\_\_\_\_ (C) (S)

**C. Request to Change Banks, Account Number or Name**

**I hereby request that the change(s) indicated on this form be made to my automatic deposit. I have attached the appropriate voided check.**

**I agree that if my employment with the College is terminated for any reason I will immediately repay in full any unearned amounts, which were automatically deposited and credited to my account by Bank.**

**I understand and further agree that this is not a contract of employment but is simply a method of payment of my salary.**

**This authority will remain in effect until I have given written notice of its termination or until the College or my financial institution has given me notice that direct deposit will be terminated.**

Signature \_\_\_\_\_ Date \_\_\_\_\_