

**DIRECT DEPOSIT FORM**

Please fill out this form completely, print and sign it, and return it to Human Resources.  
If you are having your pay go into your checking account, please attach a voided check.

\_\_\_\_\_  
Name (First, MI, Last)

\_\_\_\_\_  
ID Number

**Authorization Agreement for Automatic Deposits (Credits)**

• I hereby authorize Elizabethtown College to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the account(s) I have listed below. I authorize the bank or credit union listed below to credit and debit Elizabethtown College's entries to the account.

• This authorization is to remain in full effect until I notify Elizabethtown College of its termination in enough time for the College and the Bank or Credit Union to act on the termination or until the College has sent me ten (10) day written notice of the College's termination of this arrangement.

*NOTE:* You may list up to **two** banks or credit unions for your paycheck to be deposited to. If you want your paycheck to be deposited into two accounts, you must specify a certain dollar figure to be deposited into one account and the remainder for each paycheck will be deposited into the other account. Please be sure to complete the necessary fields under "TO BE DEPOSITED EACH PAY."

Bank/Credit Union Name	Account Type	Account #	Routing # (9 digits)	TO BE DEPOSITED EACH PAY		
				Full Pay	Specific \$	Remainder
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings			<input type="checkbox"/>	\$	<input type="checkbox"/>
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings			<input type="checkbox"/>	\$	<input type="checkbox"/>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date