

Lewis and Clark College Faculty and Staff

Direct Deposit Authorization

I, _____, am an active employee of Lewis and Clark College.

I would like to participate in the automatic “direct deposit” program. I am attaching a voided check to identify my financial institution and account number in which I would like to have my funds directed. I have marked “Void” on the check so it will be used only for the identification of my bank routing number and my account number.

I authorize Lewis and Clark College to deposit the net pay shown on my paycheck directly into my:

CHECKING SAVINGS (check one)

in the financial institution(s) shown on the attached voided check. It is my understanding if Lewis and Clark College makes an excess deposit; the College may make a debit directly from my account. I understand that if a debit is made, the payroll department will notify me.

The deposits will be automatic and will continue on each payday until I order the “direct deposits” to be stopped.

To prevent any delays in deposits, I will immediately notify the payroll department when I change banks or bank account numbers.

PLEASE ATTACH VOIDED CHECK OR SAVINGS DEPOSIT SLIP HERE.

Return this form to Payroll, MSC 31 by the 8th of the month

Signature: _____

Date: _____

Employee ID# _____