

Lewis and Clark College

Staff/Faculty Payroll Pay Delivery Authorization

Please print or type:

Name: First MI Last _____

Lewis & Clark ID Number _____

PLEASE DELIVER MY MONTHLY PAY AS INDICATED BELOW

(Choose either Direct Deposit or Payroll Check)

DIRECT DEPOSIT – I hereby authorize Lewis and Clark College to deposit my net pay via electronic funds transfer to my bank account at the financial institution of my choice as indicated below. The deposits will be automatic and will continue on each payday until I instruct otherwise in writing. If an incorrect deposit should be made to my account, I authorize the College to direct the bank to return said funds. I understand that the College will notify me of such action.

Pay Advices may be viewed ONLINE at <https://webadvisor.lclark.edu>. Access, view and print up to 3 years of paperless pay advices from any computer with WebAdvisor using your LC Email and Password.

Please direct deposit my monthly net pay to:

Checking Savings Bank/Routing # _____ Account No. _____

Additionally, please deposit a fixed amount to the following accounts:

Checking Savings Bank/ # _____ Acct. No. _____ Amount _____

Checking Savings Bank/ # _____ Acct. No. _____ Amount _____

Checking Savings Bank/ # _____ Acct. No. _____ Amount _____

*****PLEASE ATTACH VOIDED CHECKS OR VERIFICATION OF ACCOUNTS***
WITH BANK ROUTING NUMBERS AND PERSONAL ACCOUNT NUMBERS**

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

PAYROLL CHECK – I do not have direct deposit (or I wish to stop my direct deposit)

OR: If I wish to opt out of paperless pay advices, I must fill out the required form as found on Human Resources/Employee Resources/Forms.

I understand that my check and or advice will be mailed to my primary address on record with the College.

Please note: **Submission of this form will not enable electronic delivery of reimbursements or travel advances.** If you wish to elect electronic payment of these funds, please visit http://www.lclark.edu/offices/account_services/electronic_payment

Signature _____ Date _____

Return this form to Payroll by the 15th of the month
Campus Mail, MSC #72 or deliver in person to HR/Payroll, South Campus Chapel Annex