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 INDICA	ATED BELOW
(Choose either Direct Deposit or Payroll Check)		
DIRECT DEPOSIT — I hereby authorize Le bank account at the financial institution of my choice a payday until I instruct otherwise in writing. If an incobank to return said funds. I understand that the College	as indicated below. The deposits will be orrect deposit should be made to my acc	e automatic and will continue on each
Pay Advices may be viewed ONLINE at hope of paperless pay advices from any company company company company advices from any company co		
Please direct deposit my monthly net pay to:		
Checking Savings Bank/Routing #	Account No	
Additionally, please deposit a fixed amount to the following	owing accounts:	
Checking Savings Bank/#	Acct. No	Amount
Checking Savings Bank/#	Acct. No	Amount
Checking Savings Bank/#	Acct. No	Amount
	ED CHECKS OR VERIFICATION OF	
To prevent any delays in the deposits, I will immediate or bank account numbers.	ely notify the payroll department when	I close my account and/or change banks,
PAYROLL CHECK – I do not have directly one of the paper o	advices, I must fill out the requires.	red form as found on Human
Please note: Submission of this form will not enable elect electronic payment of these funds, please visit <u>h</u>		
Signature_	Date	
	form to Payroll by the 15 th of the montiver in person to HR/Payroll, South Can	