

# LEWIS & CLARK

## Student Payroll

## Direct Deposit Authorization

Please print or type:

Name: First

MI

Last

L&C ID Number

**Return this form to Student Financial Services (MSC #56) by the 15<sup>th</sup> of the month**

**DIRECT DEPOSIT** – I hereby authorize Lewis & Clark College to deposit my net pay via electronic funds transfer to my bank account at the financial institution of my choice as indicted 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.

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.

Attach Voided Check (Preferred) Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Type of Account:  Checking  Savings

**PLEASE ATTACH A VOIDED CHECK OR VERIFICATION OF ACCOUNT WITH BANK ROUTING NUMBER AND PERSONAL ACCOUNT NUMBER.  
(Please verify there is an accurate routing number and account number listed.)**

Don't Have Checks. Complete Information Below:

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_

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

**Please Note:** Submission of this form will not enable electronic delivery of student refunds or reimbursements. If you wish to elect electronic delivery of these funds, please log on to WebAdvisor and follow the link to enter your “Bank Information” at <http://webadvisor.lclark.edu>. Electronic Pay Advices are available through WebAdvisor on Payday, the 10<sup>th</sup> of each month.

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