Earlham College/ESR

**Authorization for Payroll Direct Deposit**

# I, Click or tap here to enter text.

# Social Security Number:

Hereby authorize the Earlham College Business Office to deposit the net amount of my paychecks to the account given below. It is my responsibility to inform the Business Office of any future changes of institutions and/or accounts to which I want my paycheck deposited.

**Please complete the following information:**

Name of Bank: Click or tap here to enter text.

ABA Routing Number: Click or tap here to enter text.

(CONFIRM this number with your bank)

**Your Account Number:**

(CONFIRM this number with your bank Click or tap here to enter text.

# Is this a Checking or Savings Account: Choose an item.

Are you paid Monthly or Biweekly?

***SIGNATURE:*** Click or tap here to enter text. DATE: Click or tap to enter a date.

# IMPORTANT INFORMATION ABOUT YOUR ELECTRONIC DEPOSIT

Your first deposit will occur after the pre-notification process (one payroll cycle). Automated Clearinghouse procedures require that all deposits be tested to ensure proper bank and account routing numbers.

If you have any questions, please contact the Payroll Clerk at ext. 1626.