

PAYROLL DIRECT DEPOSIT

Name (please print)

Address

City

State

Zip

ANNA MARIA COLLEGE is hereby authorized to deduct from my wages each pay period until further notice for the purpose of Direct Deposit to the institutions and accounts listed below. **Anna Maria College** is also authorized to reverse any deposit made in error to my account through the Direct Deposit program.

_____ Start Deposit

_____ Change Existing Deposit

_____ Stop Deposit

I would like deposits made to the following accounts:

BANK	ROUTING #	ACCOUNT #	AMOUNT	CHK / SVGS

**see information below for additional required documents*

Signature: _____ Date: _____

Your direct deposit cannot be processed unless one of the following items are received by the Payroll Department:

1. A copy of a voided check from your bank which includes both your Routing # and Account #
2. An official form supplied by your bank containing both your Routing # and Account # (Please note: this information must be pre-filled by your bank representative – not handwritten on the form)
3. If you have on-line banking: A copy/screenshot of both your Routing # and Account #

Any of the above documents are acceptable to verify the information you have supplied on the Direct Deposit Form is correct.

If you have any questions regarding the above, please email slinnehan@annamaria.edu