



# Direct Deposit Authorization

## Employee Information

First Name:

MI:

Last Name:

Email Address:

Phone Number:

Employee ID:

Social Security #:

**\*\*Employee ID or Social Security Number required.\*\***

## Direct Deposit - see back of form for bank number and routing information

### Primary Account:

Bank Name:

Start Direct Deposit

Change

Bank Address:

No Change

Account #:

Checking

Savings

Routing #:

**\*\*Required - Select Checking or Savings\*\***

### Set Account Amount(s):

*You may have up to 5 additional accounts. If you have more than 3 accounts, please complete an additional form.*

Bank Name:

Start Direct Deposit

Change

Bank Address:

No Change

Account #:

Checking

Savings

Routing #:

Dollar Amount:

Bank Name:

Start Direct Deposit

Change

Bank Address:

No Change

Account #:

Checking

Savings

Routing #:

Dollar Amount:

The information supplied here will replace any other Direct Deposit information that may already exist in the Payroll files.

I authorize Hocking College to direct deposit all payments to me, from the College's Payroll Office, into my account in the financial institution named above. This authorization will remain in effect until I submit a new form or forms changing this authorization. A Statement of earnings and deductions will be made available to me after each pay via Webadvisor.

Employee Signature

\_\_\_\_\_

Signature Required

Date

\_\_\_\_\_

Return Completed form to Human Resources:  
John Light 168

Please refer to the example below to find the bank routing and account number on your check .  
**A voided check or letter from financial institution is required, no exceptions.**

Below is a sample check detailing where the information necessary to complete this form can be found.

DO NOT use numbers from a deposit slip or a debit card number.

NAME  
ADDRESS  
CITY, STATE ZIP

0123  
01-2345/6789

DATE

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

BANK NAME  
ADDRESS  
CITY, STATE ZIP

FOR \_\_\_\_\_

⑆0 ⑆23456789⑆ 0 ⑆234567890 ⑆23⑆ 0 ⑆23

Bank Routing Number      Bank Account Number      Check Number

Date Activated  
\_\_\_\_\_  
Payroll Use Only