

# HVERFORD

## EMPLOYEE DIRECT DEPOSIT PAYROLL AUTHORIZATION PLEASE COMPLETE AND RETURN TO THE PAYROLL DEPARTMENT IN THE BUSINESS OFFICE

I authorize you and the Bank(s) listed below to deposit my paycheck to my account each payday. If funds to which I am not entitled are deposited to my account, I authorize you to direct the Bank to return said funds. This authority will remain in effect until I give written notice to terminate with sufficient time to allow the Payroll Office to act upon it. I will provide adequate notice if I close this bank account.

Employee Name (please print)	Signature	Date
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PLEASE ATTACH A VOIDED CHECK OR BANK VERIFICATION FORM TO THIS AUTHORIZATION FOR THE ACCOUNT(S) INVOLVED.

**CHECKING ACCOUNT INFORMATION**

1. _____ Name of Bank	2. _____ Name of Bank
_____ Account Number	_____ Account Number
_____ Routing Number	_____ Routing Number
_____ Amount of Deposit or %	_____ Amount of Deposit or %

**SAVINGS ACCOUNT INFORMATION**

1. _____ Name of Bank	2. _____ Name of Bank
_____ Account Number	_____ Account Number
_____ Routing Number	_____ Routing Number
_____ Amount of Deposit or %	_____ Amount of Deposit or %

**DO NOT EMAIL** this application. Send it through campus mail in a CONFIDENTIAL pink envelope (or one that is sealed and labeled "Confidential") or drop it off in the Controller's Office in Stokes 220.