



Financial Services Form

DIRECT DEPOSIT AUTHORIZATION FORM

TYPE OF REQUEST: Enroll in Direct Deposit Change Direct Deposit

IMPORTANT: The electronic funds transfer system requires a step known as pre-note. During this process your banking institution verifies your account type and number prior to receiving any funds. This procedure occurs when a new direct deposit election is made **and/or** when a bank **or** account number is changed for an existing direct deposit. Consequently, the pre-note process is completed on 15th of each month, unless otherwise noted. On payday, you will receive your pay through direct deposit. By electing direct deposit, you agree to receive your pay advice via WebAdvisor. Note: If you change your bank account, it is your responsibility to notify us immediately or you run the risk of not receiving your pay on time.

Please print except for signature

| Employee ID # | First Name | MI | Last Name |
|---------------|------------|----|-----------|
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| First Deposit: <input type="checkbox"/> Fixed Dollar Amount \$_____per pay period OR <input type="checkbox"/> Net Pay <input type="checkbox"/> Checking OR <input type="checkbox"/> Savings Bank ACH Routing #_____ Account Number_____ Name of Financial Institution_____ |
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| Second Deposit: <input checked="" type="checkbox"/> Remainder <input type="checkbox"/> <input type="checkbox"/> Checking OR <input type="checkbox"/> Savings Bank ACH Routing #_____ Account Number_____ Name of Financial Institution_____ |
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I authorize CRAVEN COMMUNITY COLLEGE to initiate credit entries or such adjusting entries, either debit or credit which are necessary for corrections, automatically to the account(s) noted above (or to cancel direct deposit if so indicated). This authorization is to remain in effect until revoked by me in writing or until my employment with CRAVEN COMMUNITY COLLEGE ends.

Signature
Date

FOR EACH ACCOUNT LISTED ABOVE

Attach Preprinted Bank Letter **OR**
 Preprinted Voided Check for Checking Accounts

Attach Preprinted Bank Letter **OR**
 Preprinted Deposit Slip for Savings Accounts