CARTHAGE COLLEGE

# Payroll Direct Deposit Authorization Form

Carthage College requires all employees to have their paycheck direct deposited to their bank account. In order to do so, you must complete and return this Authorization Form along with a voided check for checking accounts, savings deposit slip for savings accounts, or a letter from the bank for either type of account.

If you terminate or close your bank account after a payroll is processed, you will need to wait for the refund until the money is returned to Carthage College. If this should happen, please set up a new account by completing a new Authorization Form.

_____ CANCELLATION _____ CHANGE OF BANK ACCOUNT ____ NEW ACCOUNT

☐ Checking ☐ Savings (account # indicated below)

| **Depository Name** | **Address** | |
|---|---|---|
| **City** | **State** | **Zip** |

| **ROUTING NUMBER** | **ACCOUNT NUMBER** |
|---|---|

I (We) hereby authorize Carthage College, to initiate credit/debit entries to my bank account for Payroll. A debit entry would occur if an incorrect payroll amount has been credited to such account in error.

| **Employee Name** | **I.D. No.** |
|---|---|
| **Signed** | **Date** |