

Allegheny College Authorization for Direct Payroll Deposit

(Please Print)

Employee Name: _____ Date: _____

Please deposit my net pay until further notice in the following manner:

	Bank Name	Account Number*	Amount	Specify Checking or Savings
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

_____ **Discontinue Direct Deposit**

*Please attach a voided check for each checking account or deposit advice for each savings account designated above.

If you want all of your check automatically deposited to a single bank account, put 100% in the dollar column on Line 1. If you wish to specify a certain fixed dollar amount for one additional account, enter that amount on Line 2, 3, and/or 4 and on Line 1 enter the words "balance of pay" instead of the dollar amount.

Please remember that initial requests, account changes or cancellations must be received by the Payroll Office at least 10 days before a pay date in order to be processed for that pay date. This allows time for the payroll and banking systems to verify numbers and routing information. Actual transfer of funds to various accounts will occur on the **following** pay date.

I understand that due to the verification process, the first direct deposit will not be made until the second pay date following the receipt of this authorization. If I want to change financial institutions or amounts, I will need to fill out a new form. If I wish to cease all direct deposits, I must notify the Payroll Office in writing.

Signature: _____