MESSIAH COLLEGE

PAYROLL OFFICE

Direct Deposit Authorization

Attach Account Information to Top

To reduce errors, please attach proof of your routing information. Common documents include:
- *a voided check. (a blank, unsigned check, with VOID written across it in large letters.)*
- *a letter from your bank showing your name, routing number and account number.*
- *a copy of that little card the bank gives you with your routing and account numbers on it.*
- *a print of a web page that shows your name, routing number and account number.*

Employee payroll at Messiah College is handled by a direct deposit system. This system works by using the information that you provide to setup designated deposit routing(s) for your pay. Upon setup, the Payroll Office will deposit your net pay to the destinations that you choose. These destinations must be checking or savings accounts at institutions within the United States of America.

Destination 1: ☐ New ☐ Termination ☐ Change ☐ Additional

Bank Name: _____

Routing# : __ __ __ __ __ __ __ __ __ :
(also called Transit#, found on the bottom of the check, 9 digits)

Account# _____

Account Type: ☐ Checking ☐ Savings

Amount: ☐ All of net pay, or
☐ $ _____ dollars per pay, or
☐ % _____ percent of pay

(*Optional*)
Destination 2: ☐ New ☐ Termination ☐ Change

Bank Name: _____

Routing# : __ __ __ __ __ __ __ __ __ :
(also called Transit#, found on the bottom of the check, 9 digits)

Account# _____

Account Type: ☐ Checking ☐ Savings

Amount: ☐ Remaining net pay

Which one account should be used by Accounts Payable? Destination 1: ☐
(either for reimbursements for travel and other business expenses, or the purchase of a personal product made apart from the college, such as artwork, or payment for personal business performed apart from the college) or Destination 2: ☐

I hereby authorize Messiah College and the financial institution(s) listed above to initiate direct deposit (credit) entries and to initiate, if necessary, retraction (debit) entries for any credit entry error to my account. This authorization will remain in effect until the Payroll Office has received written authorization–via this form–from the employee of its termination or modification. The employee shall give notification in such time and manner–typically one full pay period in advance–as to afford Payroll and the bank/institution a reasonable opportunity to act upon the change or termination request.

Employee Name:_____ ID#: _____

Employee Signature: _____ Date: _____