

Bard College Payroll Office
Phone (845)758-7402 or 7517 Fax (845)758-7637
DIRECT DEPOSIT AUTHORIZATION FORM

CHECKING ACCT - attach a voided check

SAVINGS ACCT - see below

You must provide us with something from the financial inst. (check, printout from bank etc.) that verifies the bank routing and accounting numbers. Incomplete forms will be returned.

I HEREBY AUTHORIZE BARD COLLEGE AND THE FINANCIAL INSTITUTION(S) SHOWN TO DEPOSIT MY NET PAY DIRECTLY TO MY ACCOUNT(S) EACH PAY DAY AND TO INITIATE, IF NECESSARY, DEBIT ENTRIES AND ADJUSTMENTS FOR ANY BARD COLLEGE PAYROLL DEPOSIT ENTRIES MADE IN ERROR TO MY ACCOUNT(S) THIS AUTHORITY WILL REMAIN IN EFFECT UNTIL I FILE A NEW AUTHORIZATION FORM OR MY EMPLOYMENT IS TERMINATED WITH THE COLLEGE.

CHECK THE APPROPRIATE BOX:

NEW SET UP

CHANGE INFORMATION

CANCEL DIRECT DEPOSIT

EMPLOYEE INFORMATION AND AUTHORIZATION

EMPLOYEE NAME
EMPLOYEE ID NUMBER

DATE
EMPLOYEE SIGNATURE

DISTRIBUTION #1: _____ % **OR** \$ _____ (OF NET DISTRIBUTION)

FINANCIAL INSTITUTION
Transit (ABA) # (the 1st 9 digits at the bottom of your ck)

ACCOUNT TYPE (CHECKING OR SAVINGS)
ACCOUNT #

DISTRIBUTION #2: _____ % **OR** \$ _____ (OF NET DISTRIBUTION)

FINANCIAL INSTITUTION
TRANSIT (ABA) #

ACCOUNT TYPE (CHECKING OR SAVINGS)
ACCOUNT #

DISTRIBUTION #3: REMAINDER OF PAY

FINANCIAL INSTITUTION
TRANSIT (ABA) #

ACCOUNT TYPE (CHECKING OR SAVINGS)
ACCOUNT #

Email address: _____

Contact phone #: _____