

Email address: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

## BARD COLLEGE PAYROLL OFFICE

### Student Direct Deposit Authorization Form

**For Checking Attach a Voided Check      Savings Account - See below**

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

I HEREBY AUTHORIZE BARD COLLEGE AND THE FINANCIAL INSTITUTION SHOWN TO DEPOSIT MY NET PAY DIRECTLY TO MY ACCOUNT 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. THIS AUTHORITY WILL REMAIN IN EFFECT UNTIL I FILE A NEW AUTHORIZATION FORM OR MY EMPLOYMENT IS TERMINATED WITH THE COLLEGE.

**Please note: The transit number for your bank is not usually on the savings account deposit slip. Please check with your financial institution to insure that you have the correct number.**

CHECK THE APPROPRIATE BOX:

NEW SET UP

CHANGE INFORMATION

CANCEL DIRECT DEPOSIT

#### STUDENT INFORMATION AND AUTHORIZATION

STUDENT NAME:
STUDENT ID NUMBER:

DATE:
STUDENT SIGNATURE:

#### Distribution of Pay

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

ACCOUNT TYPE (CHECKING OR SAVINGS):
ACCOUNT #:

**Attach voided check below.**