COE COLLEGE
PAYROLL AUTHORIZATION FOR DIRECT DEPOSIT

How Electronic Deposit Works:

On payday, your net pay will be electronically deposited into your account at the financial institution of your choice anywhere in the United States. The amount of the deposit will appear on your next statement from your financial institution. All payroll checks issued to you will be deposited to the account you indicate on this authorization form. You may access your pay information on my.coe.edu.

How to Sign Up For Electronic Direct Deposit:

Complete the authorization form below, attach a void check (no deposit slips) from the account you wish to deposit to, and return the form to the Coe College Business Office, Lower Level Voorhees. If you do not have checks for your account, please print the requested information legibly in the spaces below. The authorization form gives Coe College and your financial institution authority to deposit your pay to your bank account.

This form must be received at least two weeks prior to your regular pay date in order for your next pay to be electronically deposited.

******************You must give Coe College a written notice a minimum of 2 weeks prior to payday if you change or close the account you are using for direct deposit.**********************

AUTHORIZATION AGREEMENT FOR ELECTRONIC DEPOSIT

I authorize Coe College to initiate credit entries and, if necessary, debit entries for any credit entries in error to my:

Select One: **[ ]** CHECKING ACCOUNT **[ ]** SAVINGS ACCOUNT

indicated below and the financial institution named below to credit and/or debit the same. (Note: You will be notified by Coe College if a debit entry is necessary to correct any credit entries made to your account in error.)

Please Print or attach void check:

FINANCIAL INSTITUTION NAME_____

ROUTING NO._____ACCOUNT NO._____
(First set of numbers on bottom of check) (Second set of numbers on bottom of check)

This authority is to remain in effect until Coe College has received written notification from me of its termination in such time and manner as to allow Coe College a reasonable amount of time to act on it, usually a **minimum** of 2 weeks prior to payday.

NAME_____
(Please Print)

ID# _____ Check one: **[ ]** Faculty **[ ]** Staff **[ ]** Student

SIGNATURE: _____**Date:** _____

Return to Coe College Business Office
Lower Level Voorhees Hall

f:dr/directdepositform.doc