



# COE COLLEGE STUDENT EMPLOYMENT PAYROLL

### Student Information:

NAME: \_\_\_\_\_ COE ID#: \_\_\_\_\_  
(Print Clearly) (Required)

**PLEASE COMPLETE ONE OF THE TWO PAY OPTIONS BELOW:**

#### OPTION #1: TUITION DEDUCTION

By completing this form, you are authorizing Coe College to automatically transfer your net student payroll earnings to your Coe College Student Account. These earnings will then be applied to your outstanding tuition, fees, room, board, and miscellaneous charges.

I authorize Coe College to automatically deduct 100% of my Coe College net student employment earnings (this includes both work study and non-work study employment) from my paycheck to be applied directly to my Coe College Student Account. This authorization will be effective immediately and remain in effect until the College receives written notification of cancellation from me.

If my payroll deduction is cancelled, I understand that I must enroll in electronic deposit for future payments.

Authorization	Signature	Date
I authorize Coe College to withhold my student payroll earnings and apply them to my Coe Student Account.		
I authorize Coe College to apply my student employment earnings to miscellaneous charges on my Coe Student Account.		
I authorize Coe College to directly deposit into my personal bank account, any excess student payroll or other funds that have created a refund on my Coe Student account. I have provided ACH Refund Information on the other side of this form.		

#### OPTION #2: ELECTRONIC DEPOSIT

By completing this form, you are authorizing Coe College to electronically deposit your net student payroll earnings into your account at the financial institution of your choice anywhere in the United States. All payroll checks will be deposited into this account you indicate on this authorization form.

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.

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

CHECKING ACCOUNT       SAVINGS ACCOUNT

(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 ATTACH A VOID CHECK OR PRINT CLEARLY:**

ROUTING NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_  
(1st of numbers on bottom of check) (2nd set of numbers on the bottom check)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Return to Coe College Business Office – Lower Level Voorhees Hall  
319.399.8525**



# COE COLLEGE STUDENT EMPLOYMENT PAYROLL

## ACH REFUND

I authorize Coe College to electronically deposit REFUND payments to the bank account noted below via Automated Clearing House (ACH) in accordance with applicable provisions of U.S. law.

This authorization will remain in effect for all Coe College Student Account refunds until the College receives notification of change or cancellation from me. I understand that if I fail to notify Student Accounts in a timely manner that my account has changed and the funds are not able to be deposited into my account, a replacement check will be produced only upon receipt of the original funds into the College bank account. This could take up to two weeks.

In the event that funds are erroneously deposited into the undersigned's bank account, I authorize Coe College to direct my bank to return any deposited funds to which I was not entitled by adjusting my bank account as appropriate.

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

CHECKING ACCOUNT       SAVINGS ACCOUNT

Name on Account: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Parent signature is required if a Parent Plus Loan has been applied to the Coe student account.)

## CHANGE TRACKING – BUSINESS OFFICE USE ONLY

**INITIAL PAY METHOD:**  TUITION     DEPOSIT      **DATE:** \_\_\_\_\_

CHANGE DATE: \_\_\_\_\_ S.A. \_\_\_\_\_ P.A. \_\_\_\_\_

CHANGE MADE: \_\_\_\_\_

CHANGE DATE: \_\_\_\_\_ S.A. \_\_\_\_\_ P.A. \_\_\_\_\_

CHANGE MADE: \_\_\_\_\_

CHANGE DATE: \_\_\_\_\_ S.A. \_\_\_\_\_ P.A. \_\_\_\_\_

CHANGE MADE: \_\_\_\_\_

**Return to Coe College Business Office – Lower Level Voorhees Hall**  
319.399.8525

**BUSINESS OFFICE USE:**

Student Accounts: \_\_\_\_\_

Payroll: \_\_\_\_\_