

GETTYSBURG COLLEGE DIRECT DEPOSIT AUTHORIZATION FORM
 (Please return to Payroll, Box 2458)

For your convenience, Gettysburg College's bi-weekly payroll is paid via direct deposit.

I authorize Gettysburg College and the financial institution listed below to initiate credit entries, and if necessary, debit entries for any credit entries made in error to the account(s) listed below.

PART I: EMPLOYEE INFORMATION

Employee ID #: _____

Employee Name: _____

Social Security #: _____

_____ Fac/Admin

_____ Support Staff

_____ Gettysburg College Student

Action To Be Taken:

_____ Start Direct Deposit

_____ Change Existing Direct Deposit (please list ALL accounts being deposited into)

_____ Stop Direct Deposit

PART II: BANK INFORMATION

| BANK NAME | ROUTING # | SAVING OR CHECKING | ACCOUNT # | AMOUNT OF DEPOSIT |
|-----------|-----------|--------------------|-----------|-------------------|
| | : _____ : | | | |
| | : _____ : | | | |
| | : _____ : | | | |
| | : _____ : | | | |

If you are depositing into a checking account please provide a voided check.

If you are depositing into a savings account please provide documentation, from your financial institution, that includes the routing/transit number and account number.

****Note: Members 1st Credit Union *requires* Gettysburg College to deposit into a savings account. Please provide a copy of your membership card and when completing the information above add three zeros at the end of the account number.**

Please allow at least one pay period for direct deposit to go into effect. If you do not receive a direct deposit advice via campus mail on payday you can pick up your check in the Payroll Office.

This authority is to remain in effect until Gettysburg College has received written notification from me of its termination in such time and such manner as to afford Gettysburg College a reasonable opportunity to act on it.

Employee Signature: _____ Date: _____