

**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(s) 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**

Student/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)

\_\_\_\_\_ Stop Direct Deposit

**PART II: BANK INFORMATION**

BANK NAME	ROUTING #	SAVING OR CHECKING	ACCOUNT #	AMOUNT OF DEPOSIT
	: _____  :			\$25.00
Student Account	: _____  :			remainder
	: _____  :			
	: _____  :			

PNC Bank offers a complete set of money management tools and special benefits to Gettysburg College faculty, staff, and students to help you achieve all of your financial goals. To start enjoying the many benefits of a PNC WorkPlace Banking or a Student Banking account, enroll online now.

Employees can visit [www.pnc.com/gettysburg/employee](http://www.pnc.com/gettysburg/employee) and students can visit [www.pnc.com/gettysburg](http://www.pnc.com/gettysburg). You may also call the PNC West Street office at 717-334-6552 to learn more and mention that you attend or work at Gettysburg College.

**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.**

*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: \_\_\_\_\_