# Gettysburg College Direct Deposit Authorization Form

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

Employee name:       Employee ID Number:

Faculty/Administrator: [ ]  Support Staff: [ ]  Gettysburg College Student: [ ]

### Action To Be Taken:

Start Direct Deposit: [ ]  Change Existing Direct Deposit: [ ]  Stop Direct Deposit: [ ]

## Part II Bank Information

List **all**accounts you are requesting monies deposited into.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ****Bank Name**** | ****Routing Number (type 9-digit number)**** | ****Saving or Checking**** | ****Account Number**** | ****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.

If you choose not to provide a voided check or letter from the bank, and there is an issue with you direct deposit, you will receive a paper check, within 5 to 7 business days, after funds are returned to the bank.

**Direct deposit information is not accepted via email or mail. Please submit your information in person to the Payroll Office, 2nd floor of Pennsylvania Hall.**

Please allow at least one pay period for direct deposit to go into effect.

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.

## Part III Employee Signature:

Employee Signature:       Date:

Submitted with New Hire Packet:       Verified from ID: