



ST. JOHN FISHER COLLEGE

Authorization for Direct Deposit For Payroll & Accounts Payable

(Please Print)

Name: _____

Social Security No or SJFC ID No: _____

Direct Deposit:

I **authorize** St John Fisher College to Direct Deposit my net payroll on a bi-weekly basis and any Accounts Payable reimbursements, payments or transfers payable to me after proper paperwork is submitted.

I **understand** that receipt of funds may be delayed if any of the banking information I provide is incorrect.

I **understand** this authorization will remain in effect until I have provided written notification to either terminate or change banking information to the St. John Fisher College Business Office, Payroll Department or Accounts Payable Department.

Check:

At this time I am declining Direct Deposit. I understand checks will be distributed in accordance with the current Business Office policies.

I **understand** that if I request a lost, destroyed, stolen or stale dated check to be replaced I must pay a fee before the check will be reissued. The current replacement fee is posted in the Business Office, Payroll, and Student Accounts Office and on their websites.

Signature: _____ Date: _____

BANKING INFORMATION: Direct deposits can be set up for checking and savings accounts. Payroll funds can be deposited into multiple bank accounts; however Accounts Payable funds can be deposited into only one bank account.

When completing this form check the appropriate boxes for each bank account(s) you are providing information for. If you are providing multiple bank accounts for payroll indicate the percentage or the amount to be deposited into each account. When information for multiple accounts is provided, remember to specify the account where Accounts Payable funds should be deposited by checking the box.

If **choosing checking**, the bank routing number and the account number are printed on the checks, see the sample check below. If you do not have checks or if you are **choosing savings**, you should contact your bank to verify the routing number and the account number.

Account #1: Checking Savings Accounts Payable: 100% Payroll: Percent _____ or Amount \$ _____

Bank Routing No: _____ Bank Name: _____

Account No: _____

Account #2: Checking Savings Accounts Payable: 100% Payroll: Percent _____ or Amount \$ _____

Bank Routing No: _____ Bank Name: _____

Account No: _____

Account #3: Checking Savings Accounts Payable: 100% Payroll: Percent _____ or Amount \$ _____

Bank Routing No: _____ Bank Name: _____

Account No: _____

Account #4: Checking Savings Accounts Payable: 100% Payroll: Percent _____ or Amount \$ _____

Bank Routing No: _____ Bank Name: _____

Account No: _____

Sample Check—

