

RENSSELAER POLYTECHNIC INSTITUTE

STUDENT DIRECT DEPOSIT AUTHORIZATION FORM

THIS FORM IS FOR STUDENT PAYROLL USE PRIMARILY BUT CAN ALSO BE APPLIED TO STUDENT PAYMENTS FROM THE ACCOUNTS PAYABLE OFFICE WHICH WOULD INCLUDE BURSAR REFUNDS

Name: _____
 LAST FIRST MI

RIN: _____

Bank Name: _____ Bank Location _____
Routing Number: _____ Account Number: _____

PLEASE CHECK ONE: SAVINGS: ☐ CHECKING ☐

PLEASE CHECK, if you would like to have any payments received from Accounts Payable deposited into your account: ☐

There have been changes to the payment system rules for direct deposit of payroll. If you receive your payroll via direct deposit at a U.S. financial institution and then have the entire payroll amount forwarded to a financial institution in another country please advise the Payroll Department 518-276-6926. There are formatting requirements for these transactions that the company needs to follow. It will not impact your payroll.

I authorize Rensselaer Polytechnic Institute to direct deposit funds to my account in the financial institution listed above. If funds to which I am not entitled are deposited in my account, I authorize Rensselaer to initiate a correcting (debit) entry. I understand that this authorization may be rejected or discontinued by Rensselaer at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to Rensselaer for distribution at a later date.

Special Note: Please make sure your direct deposit has stopped before closing your account.

SIGNATURE

DATE

If depositing into a checking account, please attach a voided check.
ATTACH VOIDED CHECK HERE