Accounts Payable Authorization for Direct Deposit

I authorize St. Olaf College to initiate electronic entries to my indicated checking or savings account. In the event of an error, I also authorize St. Olaf College to direct my bank to return any deposited funds to which I was not entitled by debiting my bank account as appropriate.

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Does this replace a prior Direct Deposit

🗌 no

<u>Please Note</u>: if you need to change your bank account information in Payroll and Accounts Payable, please use the Payroll Direct Deposit Authorization Form.

Company Name or Name of Individual Being Paid (please print) Please ob account in send an your St. account in send an your St. account in Please use Email Address (where notification of payments will be sent) Please use

If a voided check is not available and you are unsure of your transit routing number or account number, please call your bank to obtain the correct information. DO NOT use the routing number listed on a deposit slip for a checking account or your debit card number, as those numbers may be different than the correct routing number for your bank. Please note that incorrect information may cause delays when processing your payment.

Payee Information

Bank Information Secondary bank Please obtain the *Primarv* account information on file with the Payroll Office. (You may also send an email to Accounts Payable (kieslerj or juenke) from your St. Olaf email account to authorize use of primary bank account information instead of submitting this form.) Please use the following bank account information: Bank Name Checking Savings **Bank Phone Number** City State **Transit Routing Number** Account Number

Signature