

Employee Direct Deposit Enrollment Form

To enroll in direct deposit, simply fill out this form and send to the Human Resources Department. Attach a voided check for each checking account – not a deposit slip. If you do not have checks for your checking account, please ensure that the listed transit and account numbers are correct. If depositing to a savings account, ask your bank to give you the Routing/Transit number for your account - it isn't always the same as the number on a savings deposit slip. All of the above will help ensure that you are paid correctly.

IMPORTANT! Please read and sign before submitting to Human Resources.

I hereby authorize Bowdoin College to deposit any amounts owed to me, as instructed by my employer, by initiating credit entries to my account at the financial institution indicated on this form. Further, I authorize the financial institution to accept and to credit any credit entries indicated by Bowdoin College to my account. In the event that Bowdoin College deposits funds erroneously into my account, I authorize Bowdoin College to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Bowdoin College has received written notice from me of its termination in such time and in such manner as to afford Bowdoin College reasonable opportunity to act on it.

- New Setup
- Change (maintain current until the new account takes effect? Yes No)
- Cancellation

Employee Name (print): _____

Employee Signature: _____ Date: _____

Account Information: Please ensure that you indicate what kind of account, along with the amount to be deposited, if less than your total net paycheck.

1. Bank Name/City/State: _____

Routing Transit Number: (nine digit number appearing on bottom of check)

Account Number:

Checking Savings

I wish to deposit: \$_____.____ or Entire Net Amount

2. Bank Name/City/State: _____

Routing Transit Number: (nine digit number appearing on bottom of check)

Account Number:

Checking Savings

I wish to deposit: \$_____.____ or Entire Net Amount

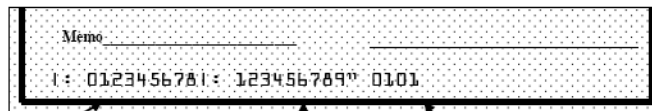
3. Bank Name/City/State: _____

Routing Transit Number: (nine digit number appearing on bottom of check)

Account Number:

Checking Savings

I wish to deposit: \$_____.____ or Entire Net Amount



Routing/Transit #
(A 9-digit number always between
these two marks)

Checking Account #

Check #
(this number matches the number
in the upper right corner of the
check – not needed for sign-up)

Submit the completed form with a voided check or bank verification to the Human Resources Dept, McLellan Building.

For Human Resources Use: Effective Date: ____/____/____ ID Number: _____ Entered by: _____

DIRECT DEPOSIT FACT SHEET
It Is Important That You Understand The Direct Deposit Program

Did You Know...?

- **Direct Deposit is simple -**
 - Once you have signed up for Direct Deposit, you do not have to go to the bank to deposit checks.
 - Your money is automatically deposited into your account(s) on time, every time – and you do not have to be at work – or even in town!
 - Your money can be deposited into multiple banks/accounts.
 - You can easily establish your direct deposit record through [HRforYou](#) (available for Support Staff/Faculty/Admin only) or by submitting a [Direct Deposit Authorization form](#) to Human Resources, McLellan Building.
- **Direct Deposit is safe –**
 - Direct Deposit payments never get lost.
 - Direct Deposit is confidential. Money is transferred electronically and passes through fewer hands than a check.
 - Problems with Direct Deposit, which are rare, are quickly resolved.
- **Direct Deposit is smart –**
 - Direct Deposit gives you access to your money earlier than check deposits. There is no waiting for checks to clear.
 - Direct Deposit puts you in charge of your money. Financial planners recommend Direct Deposit as one step towards gaining control of your finances.
 - With Direct Deposit, you decide how to divide your pay among your accounts and it will be done automatically.
 - Bowdoin will issue an earnings statement each pay day that will look much like your paycheck stub looks today. It will show your deductions for taxes, insurance, and other obligations, and will reflect the balance that was deposited into your account(s).
 - Your earnings statements can be viewed within [HRforYou](#) (available to Supp Staff/Faculty/Admin only) before pay day!

How it Works?

- * **Your direct deposit will become active on the *second* paycheck after the processing of your authorization form (due to the prenotification process) or after acceptance of information by your banking institution. The prenotification process notifies your bank that we intend to direct deposit funds to your account. Prior notification allows your bank to verify account numbers as we have submitted them, thus safeguarding against errors or time delays.**
- * A voided check or a financial institution document (showing the transit and account numbers) is recommended to initiate a direct deposit or make a change affecting an account number. Enrollment forms without this information may be returned unprocessed.
- * Once your account has been set up, you will receive a statement of Direct Deposit in place of a payroll check. This statement explains where your money was deposited and outlines your gross wages, deductions and net pay (Just as you would find on a normal pay stub). As always, employees are responsible for verifying the accuracy of their pay stubs each pay period.
- * The date on the direct deposit statement indicates the date the funds are deposited. Banks are instructed to deposit the funds on your payday. Payday for employees paid biweekly is Friday. Payday for employees paid monthly is the last business day of the month. Exceptions due to holidays are announced by the Controller's Office.
- * If, because of a Bowdoin College error, your direct deposit is not in your account by end of the day on your payday, Bowdoin will reimburse you for any NSF (insufficient funds) charges.

Bank Procedures:

- * In accordance with your bank's procedures, your monthly bank statement will reflect the amounts and dates of your direct deposits.
- * Depending on the processing schedule at your banking institution, the timing of the updating of the automated teller machines may vary.
- * Your banking institution is responsible for posting your funds to your account on your payday. If your funds are not accessible, ask to speak to a bank officer, as many smaller institutions record these deposits manually. When opening a new account it may be useful to inquire about the timing of the deposits at that institution.

Changing Your Direct Deposit Arrangements:

- * Changes to existing direct deposit amounts and cancellations of current direct deposits can generally be made within two weeks of submitting the appropriate forms to Human Resources.
- * You *must* advise Human Resources to stop your direct deposit before you close your account!! Otherwise, you may be unable to access funds on payday.
- * Should you incur an interruption in the direct deposit of your funds due to a bank initiated change, or an employee-requested change, you will be paid by a regular paycheck on your regularly scheduled pay day.