

## Student Direct Deposit Authorization

Graceland University pays its employees by direct deposit only to a checking or savings account at a bank, credit union, or savings and loan of their choice within the continental United States.

I, \_\_\_\_\_ hereby authorize Graceland University to deposit my payroll funds to my account(s) listed below:

**Account Information** Checking or Savings

Name of Financial Institution: \_\_\_\_\_

City, State, Zip of financial institution: \_\_\_\_\_

Telephone number of financial institution: (     ) \_\_\_\_\_

Routing Number of financial institution (always 9 numbers): \_\_\_\_\_

Account Number: \_\_\_\_\_

**Please attach a voided check. Deposit slips will not be accepted.**

This authority will remain in full force and effect until Graceland University has received written notification from me of its termination. I understand that such termination or change to a different institution and/or account must be made in writing by the 15<sup>th</sup> of the month in which I wish to make it effective.

Employee Signature \_\_\_\_\_ ID NO. \_\_\_\_\_

Date \_\_\_\_\_