

**ALMA COLLEGE  
PAYROLL DIRECT DEPOSIT ELECTION FORM**

**Background and Instructions** - Effective for payrolls after June 30, 2013 all Alma College employees (faculty, staff, and students) have the option of receiving pay via direct deposit or on a payroll debit card. Paper checks will not be issued for payroll earnings. Complete this payroll earnings election form to choose the method with which you wish to receive your pay. **If no form is received a payroll debit card will be ordered for the employee. Please attach a voided check or savings deposit form to this form.** You may change your election at any time by completing a new election form. Submit your completed form to the Alma College Payroll Office.

**ELECTION**

\_\_\_\_\_  
Please clearly print your name

\_\_\_\_\_  
Social Security Number

I choose to receive my payroll earnings from Alma College as follows (select only one option):

Payroll debit card

Direct deposit (if this option is selected, complete the below information and attach a voided copy of a check if available):

First Bank Name \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

First Account Number \_\_\_\_\_

Dollar Amount \_\_\_\_\_

Note "Entire Earnings" if deposit goes to one bank account

Type of Account  Savings, or  Checking

Second Bank Name (if applicable) \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

Second Account Number \_\_\_\_\_

Amount \_\_\_\_\_ REMAINING

Type of Account  Savings, or  Checking

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date