

# FORT LEWIS COLLEGE

## Payroll Direct Deposit Authorization Form

(Please Type or Print)

Employee ID (Preferred) or Soc. Sec. # \_\_\_\_\_ Employee Name (Last Name, First Name) \_\_\_\_\_

Home Department / Campus \_\_\_\_\_

( ) - \_\_\_\_\_  
Contact Phone (Campus # Preferred)

**Circle One (Required)**

Faculty/Staff    Student/Non Student

### Direct Deposit is a condition of employment at Fort Lewis College

To view or print your deposit stub, login to <https://webopus.fortlewis.edu>. Access is also available from the college home page.

**NOTE:** Requests must allow sufficient time for processing and may not be effective for your next pay date. Late requests may result in a check being issued (for new employee) or deposit to an already established account (for continuing employee). We suggest leaving your old account open until deposit to your new account has occurred. The authorization form will not be processed if any information has been omitted.

Complete the account designation boxes including routing and account numbers, and attach the following required documentation:

- **Checking Account:** Attach a voided check.
- **Savings Account:** Attach documentation from financial institution.

#### ACTION TYPE

- New Employee Set-Up
- Continuing Employee Change (i.e. change account #, change financial institution, change percentage of net pay or \$ amounts)
- Cancel Direct Deposit (**must follow-up by submitting a replacement form**)

**IMPORTANT:** Enter all financial institutions to which you are depositing funds, and attach documentation for all accounts, even if only one is changing. Enter the lowest % or \$ amount first and the highest % or \$ amount last. This form overrides (replaces) all prior designations.

<b>Account #1</b>	<p style="text-align: center;"><b>Account Type:</b></p> <p style="text-align: center;"> <input type="radio"/> Checking <span style="margin-left: 100px;"><input type="radio"/> Savings</span> <span style="margin-left: 100px;"><input type="radio"/> Money Market</span>  <small>(Attach voided check)                      (Attach financial institution documentation)                      (Attach financial institution documentation)</small> </p> <p>Bank Name: _____</p> <p>Bank Address: _____</p> <p>Routing# (9 digits) _____ Account # _____</p> <p>Requested amount for this account: (select one)</p> <p style="text-align: center;"> <input type="radio"/> % Net Pay: _____                <input type="radio"/> Specific \$ Amount: _____                <input type="radio"/> Entire Balance         </p>
<b>Account #2</b>	<p style="text-align: center;"><b>Account Type:</b></p> <p style="text-align: center;"> <input type="radio"/> Checking <span style="margin-left: 100px;"><input type="radio"/> Savings</span> <span style="margin-left: 100px;"><input type="radio"/> Money Market</span>  <small>(Attach voided check)                      (Attach financial institution documentation)                      (Attach financial institution documentation)</small> </p> <p>Bank Name: _____</p> <p>Bank Address: _____</p> <p>Routing# (9 digits) _____ Account # _____</p> <p>Requested amount for this account: (select one)</p> <p style="text-align: center;"> <input type="radio"/> % Net Pay: _____                <input type="radio"/> Specific \$ Amount: _____                <input type="radio"/> Entire Balance         </p>
<b>Account #3</b>	<p style="text-align: center;"><b>Account Type:</b></p> <p style="text-align: center;"> <input type="radio"/> Checking <span style="margin-left: 100px;"><input type="radio"/> Savings</span> <span style="margin-left: 100px;"><input type="radio"/> Money Market</span>  <small>(Attach voided check)                      (Attach financial institution documentation)                      (Attach financial institution documentation)</small> </p> <p>Bank Name: _____</p> <p>Bank Address: _____</p> <p>Routing# (9 digits) _____ Account # _____</p> <p>Requested amount for this account: (select one)</p> <p style="text-align: center;"> <input type="radio"/> % Net Pay: _____                <input type="radio"/> Specific \$ Amount: _____                <input type="radio"/> Entire Balance         </p>

**Authorization Agreement:** I agree to allow Fort Lewis College to make an adjusting entry in my account in the event funds are deposited in error. I agree that I will not have Fort Lewis College direct deposit any of my funds to either a foreign bank or to a U.S. bank and then have the entire amount forwarded to a bank account in another country. Should I choose to terminate this authorization, I will do so in writing in such time and in such manner as to afford the College reasonable opportunity to act on it. I understand that the College will terminate this authorization automatically 1 year after my employment has been terminated.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail or bring ORIGINAL FORM to the Payroll Office, 1000 Rim Drive 140 Berndt Hall, Durango CO 81301**

**DO NOT FAX**

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 08/2011