SMITH COLLEGE

Direct Deposit Authorization Form
Payroll & Accounts Payable Disbursements

Last Name **First Name** **Middle Initial** **Smith College ID Number**

I hereby authorize Smith College to deposit my payroll and accounts payable funds into my account(s) at the bank(s) named below. Smith College is authorized to reverse any deposits made in error to my account(s) through the college's direct deposit program.

It is understood that I may terminate this agreement at any time by written notification to the Smith College Payroll and Disbursements Office.

NOTE: Please notify the Payroll and Disbursements Office <u>immediately</u> if you close your account(s).

➡ **Signature: _____ Date: _____**

Payroll Funds

Checking/Savings	Bank Name:	Bank Transit/Routing Number:	Account Number:	Net Pay or Amount:
(✓One)	**Start Deposit __**	**Stop Deposit __**	**Change Deposit Amount __**	

Checking/Savings	Bank Name:	Bank Transit/Routing Number:	Account Number:	Net Pay or Amount:
(✓One)	**Start Deposit __**	**Stop Deposit __**	**Change Deposit Amount __**	

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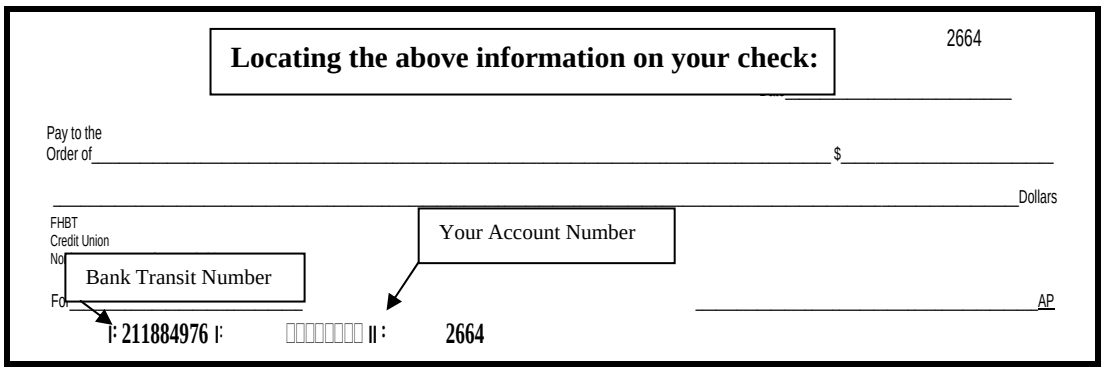
Checking/Savings	Bank Name:	Bank Transit/Routing Number:	Account Number:	Net Pay or Amount:
(✓One)	**Start Deposit __**	**Stop Deposit __**	**Change Deposit Amount __**	

Accounts Payable Funds *(Note: These funds cannot be split between accounts.)*

Checking/Savings	Bank Name:	Bank Transit/Routing Number:	Account Number:
(✓One)	**Start Deposit __**	**Stop Deposit __**	

To start or change a deduction:

The first payment processed for you after receipt of this form in the Payroll & Disbursements Office, College Hall 204, will be a pre-authorization to the Federal Reserve System for verification of bank transit and account numbers, as supplied above. You will receive an actual check and no money will be transmitted to your account(s).

The second payment after receipt of this form will result in an electronic transmittal of funds to your account(s). A facsimile of your check, with **NON-NEGOTIABLE** written on the face of the document (for paychecks only), will be distributed to you.

NOTE: If checks can be written against this/these account(s), please attach a void check here.