

**Last Name**
**First Name**
**Middle Initial**

I hereby authorize Smith College to deposit my payroll net pay and/or accounts payable funds, via direct deposit, into the bank account(s), as indicated below. Smith College is authorized to reverse any deposits made in error to my account(s) through the college's direct deposit program.

I understand I must immediately notify the Payroll & Disbursements Office **BEFORE** I close any/all account(s), listed below, while this agreement is in effect. I also understand that Smith College will not be held responsible for issuance errors due to the practices and policies of my financial institution.

➡ **Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

Smith College cannot send a direct deposit (ACH) transaction to a foreign bank account. The College assumes no liability for direct deposit (ACH) transactions that are returned due to the fact that the account receiving the direct deposit is identified by the receiving financial institution as a foreign bank account.

*If you are a recipient of Federal Work-Study funds (FWS), you may opt-out of the payroll direct deposit for FWS payments. For all other payments such as refunds, reimbursements, interterm and summer earnings, direct deposit is required.*

**Account to deposit to Payroll Net Pay and Accounts Payable funds: Circle One: Start Stop**

Acct. Type:	Bank Name:	Bank Transit/Routing Number:	Account Number:
<input type="checkbox"/> Checking <input type="checkbox"/> Savings			

**Account for fixed amount deposit (i.e. savings, vacation): Circle One: Start Stop Change Amount**

Acct. Type:	Bank Name:	Bank Transit/Routing Number:	Account Number:	Fixed Amount:
<input type="checkbox"/> Checking <input type="checkbox"/> Savings				

**Account for fixed amount deposit (i.e. savings, vacation): Circle One: Start Stop Change Amount**

Acct. Type:	Bank Name:	Bank Transit/Routing Number:	Account Number:	Fixed Amount:
<input type="checkbox"/> Checking <input type="checkbox"/> Savings				

**Account for fixed amount deposit (i.e. savings, vacation): Circle One: Start Stop Change Amount**

Acct. Type:	Bank Name:	Bank Transit/Routing Number:	Account Number:	Fixed Amount:
<input type="checkbox"/> Checking <input type="checkbox"/> Savings				

**Locating the above information on your check**

53-84972118
2664

Date \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

Your Bank Name  
Northampton, Massachusetts 01060

For \_\_\_\_\_ AP

⬆️ ⑆ 211884976 ⑆
⬆️ 12345678910 ⑆
2664

Bank Transit Number

Your Account Number

Bring or send this completed authorization form, along with a voided check(s) or memo from your financial institution(s) with bank routing/transit and account information to the Payroll & Disbursements Office, College Hall 204 or fax 413-585-2206. For questions please call 413-585-2213.