

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 Stop/Change: Circle One: Stop Change Amount

Acct. Type:	Bank Name:	Account Number:	Change Amount
<input type="checkbox"/> Checking			\$
<input type="checkbox"/> Savings			

Account to Stop/Change: Circle One: Stop Change Amount

Acct. Type:	Bank Name:	Account Number:	Change Amount
<input type="checkbox"/> Checking			\$
<input type="checkbox"/> Savings			

New Account Net Pay:

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

New Account Net Pay:

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

New Account for fixed amount deposit (i.e. savings, vacation):

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

New Account for fixed amount deposit (i.e. savings, vacation):

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