

**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/or Accounts Payable funds:**


<b>Acct. Type:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<b>Bank Name:</b>	<b>Bank Transit/Routing Number:</b>	<b>Account Number:</b>
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**Additional account(s) for fixed amount (payroll only)**  
*(Optional)*

<b>Acct. Type:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<b>Bank Name:</b>	<b>Bank Transit/Routing Number:</b>	<b>Account Number:</b>	<b>Fixed Amount:</b>
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<b>Acct. Type:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<b>Bank Name:</b>	<b>Bank Transit/Routing Number:</b>	<b>Account Number:</b>	<b>Fixed Amount:</b>
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**Locating the above information on your check**

53-84972118		2664
Pay to the Order of _____ \$ _____		Date _____
Your Bank Name Northampton, Massachusetts 01060		Dollars
For  _____	_____ AP	
⬆️	⬆️	
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, Northampton, MA 01063; or fax 413-585-2206.