

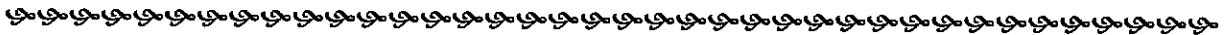
**WARTBURG COLLEGE  
AUTHORIZATION AGREEMENT  
FOR AUTOMATIC DEPOSITS**

Complete this form to add or cancel a direct deposit. Each account requires a separate form and must be in the Human Resources office at least 15 days prior to the next payroll date. All changes must be in writing. An account must be canceled through Human Resources to be valid. A direct deposit receipt will be mailed to you (student information to campus mailboxes and staff information to your home).



To set up direct deposit you must:

- ❖ Use a currently active account,
- ❖ If using a checking account - provide a VOIDED CHECK for the account with this form,
- ❖ If using a savings or debit card account, provide PRINTED VERIFICATION of the institution's transit number and your account number with this form, (this information may be faxed to our payroll department at 319/352-8417)
- ❖ Notify the financial institution that you are setting up direct deposit through payroll; determine if they have any special requirements.



Please check the appropriate box:

\_\_\_\_\_ New account      \_\_\_\_\_ Change      \_\_\_\_\_ Cancel account

Bank or institution name \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_

Transit and ABA number \_\_\_\_\_

Your account number \_\_\_\_\_

Account type: Savings account \_\_\_\_\_ Checking account \_\_\_\_\_



By signing this form, I authorize Wartburg College to directly deposit my payroll check into the checking or savings account identified above and to mail my check or direct deposit stub to the address currently on file. In the event of an error, I also authorize Wartburg College to allow my bank to return any deposited funds to which I was not entitled, by debiting my checking/savings account.

Employee name (please print) \_\_\_\_\_ ID no. \_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_