



# Hamilton

## Hamilton College Direct Deposit Authorization

Name: \_\_\_\_\_

I authorize Hamilton College to set up Direct Deposit of my pay check to the following account(s) listed below, continuing until I notify the Payroll Office of any change(s). I understand that it is my responsibility to notify the Payroll Office if I have CLOSED my account.

### NEW DIRECT DEPOSIT ACCOUNT

| Bank Name: | Account #: | Routing #: | Amount: **      | Account Type:   |
|------------|------------|------------|-----------------|---|
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |

\*\*Please specify under amounts: **E** (for entire check), **P** (for partial amount), or **R** (for remaining amount). Also include dollar amounts in numeral digits.

Please indicate the following if a direct deposit account already exists:

### ADD AN ACCOUNT and/or DELETE AN ACCOUNT

| Bank Name: | Account #: | Routing #: | Amount: **      | Account Type:   |
|------------|------------|------------|-----------------|---|
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |

\*\*Please specify under amounts: **E** (for entire check), **P** (for partial amount), or **R** (for remaining amount). Also include dollar amounts in numeral digits.

### CHANGE AMOUNT

| Bank Name: | Account #: | Routing #: | Amount: **      | Account Type:   |
|------------|------------|------------|-----------------|---|
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |

\*\*Please specify under amounts: **E** (for entire check), **P** (for partial amount), or **R** (for remaining amount). Also include dollar amounts in numeral digits.

### CANCEL DIRECT DEPOSIT

| Bank Name: | Account #: | Routing #: | Amount: **      | Account Type:   |
|------------|------------|------------|-----------------|---|
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |
| _____      | _____      | _____      | _____/ \$ _____ | <input type="checkbox"/> Checking<br><input type="checkbox"/> Savings |

\*\*Please specify under amounts: **E** (for entire check), **P** (for partial amount), or **R** (for remaining amount). Also include dollar amounts in numeral digits.

Please check one:

- I understand that the direct deposit will take effect immediately by attaching a VOIDED check.
- I understand that the direct deposit will take one payroll cycle to take effect if I have not attached a VOIDED check.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY:

Effective Date: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Entered By: \_\_\_\_\_