

# SIMPSON COLLEGE

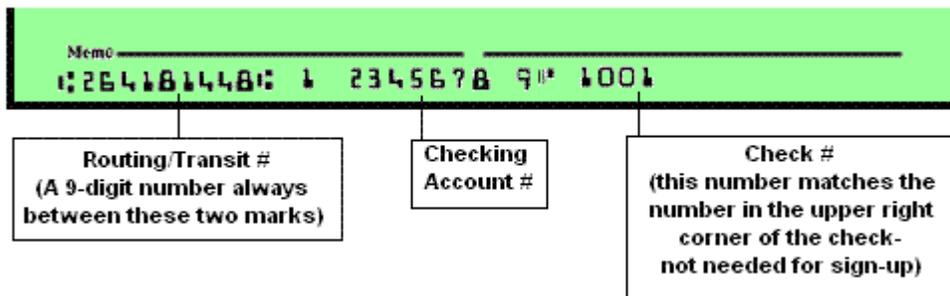
## DIRECT DEPOSIT ENROLLMENT FORM

I hereby authorize Simpson College to deposit any amounts owed me, by initiating credit entries to my account at the financial institution(s) indicated on this form. In the event that Simpson College deposits funds erroneously into my account, I authorize Simpson College to debit my account(s) for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until Simpson College has received written notice from me (such as an email), of its termination in such time and in such manner as to afford Simpson College reasonable opportunity to act on it.

Employee Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

- 1) **Attach a voided check for each checking account – NOT a deposit slip as deposit slips do not always have the correct bank routing/transit # on them. If you do not have checks for your account, please see number 2.**
- 2) **If you plan to deposit to a savings account, your financial institution can provide you with a sheet of paper with your name, routing/transit #, and account #.**
- 3) **For accounts where a voided check or verification from your financial institution is provided, your next paycheck will be direct deposited. Otherwise, the next paycheck will be a physical check and the following paycheck will be direct deposited.**
- 4) **You may deposit to up to five accounts, but if you choose to deposit to more than one account, one of the accounts must be indicated as your “remaining balance” account.**
- 5) **Below is a sample check MICR line, detailing where the information necessary to complete this form can be found:**



### Account Information:

- 1) Financial Institution Name/City/State \_\_\_\_\_ Checking   
 Routing/Transit # \_\_\_\_\_ Account Number \_\_\_\_\_ Savings   
 I wish to deposit: \$ \_\_\_\_\_ per paycheck  OR Entire Net Amount  OR Remaining Balance
- 2) Financial Institution Name/City/State \_\_\_\_\_ Checking   
 Routing/Transit # \_\_\_\_\_ Account Number \_\_\_\_\_ Savings   
 I wish to deposit: \$ \_\_\_\_\_ per paycheck  OR Entire Net Amount  OR Remaining Balance
- 3) Financial Institution Name/City/State \_\_\_\_\_ Checking   
 Routing/Transit # \_\_\_\_\_ Account Number \_\_\_\_\_ Savings   
 I wish to deposit: \$ \_\_\_\_\_ per paycheck  OR Entire Net Amount  OR Remaining Balance
- 4) Financial Institution Name/City/State \_\_\_\_\_ Checking   
 Routing/Transit # \_\_\_\_\_ Account Number \_\_\_\_\_ Savings   
 I wish to deposit: \$ \_\_\_\_\_ per paycheck  OR Entire Net Amount  OR Remaining Balance
- 5) Financial Institution Name/City/State \_\_\_\_\_ Checking   
 Routing/Transit # \_\_\_\_\_ Account Number \_\_\_\_\_ Savings   
 I wish to deposit: \$ \_\_\_\_\_ per paycheck  OR Entire Net Amount  OR Remaining Balance