



Hampden-Sydney College

Direct Deposit of Payroll Authorization

If you have one deposit account, complete Section I and III only. If you have two deposit accounts, complete Sections I, II and III. The financial institution in Section I will be your primary account subject to change as adjustments are made to your secondary account with a fixed dollar amount applied monthly. The amount applied to the secondary account will not be changed without written authorization.

Effective Date: _____

Section I

Financial Institution: _____

Location (City & State): _____

Type of Account: _____ Checking - Bank Routing #: _____

Account #: _____

_____ Savings – Bank Routing #: _____

Account #: _____

Section II

Financial Institution: _____

Location (City & State): _____

Type of Account: _____ Checking - Bank Routing #: _____

Account #: _____

_____ Savings – Bank Routing #: _____

Account #: _____

Dollar amount of check to be applied to this account: _____

Section III

I authorize Hampden-Sydney College and the Financial Institution listed above to credit automatically to the indicated deposit account all net pay amounts payable to me by Hampden-Sydney College. If funds to which I am not entitled are deposited to my account, I authorize Hampden-Sydney College to direct the Financial Institution to return said funds. This authority is to remain in effect until cancelled in writing.

Employee Name: _____

(Print)

College ID # _____

Employee Name: _____

(Signature)

BUSINESS OFFICE USE:

Received By: _____ Date: _____