

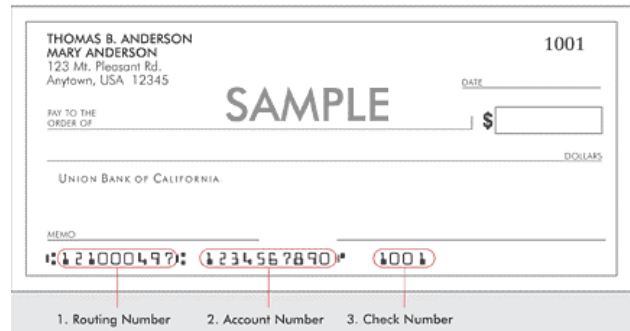
# AUTOMATIC DEPOSIT AUTHORIZATION AGREEMENT

**Please select one of the following options:**

- I am setting-up direct deposit through payroll
- I am making changes to my current direct deposit amounts
- I am adding an additional account to my direct deposit
- I am canceling my direct deposit (*this action cancels all direct deposit and only requires your signature on page two of this form*)

**If this is a new account, you must be sure to:**

1. Have the account already set-up at your bank
2. Verify that your bank accepts direct deposit and let them know that you want to set-up a direct deposit through payroll. Confirm that your bank has no special requirements for setting-up a direct deposit account.
3. Verify your bank's 9-digit routing number and your account number (including any dashes)
4. Sign the authorization on page two of this form.



**Bank Name:** \_\_\_\_\_

**Bank Routing Number:**

**Bank Account No.:**

Checking  Savings

**Amount**  Full Deposit  Partial Deposit *Specify amount per payroll* \_\_\_\_\_

**Bank Account No.:**

Checking  Savings

**Amount**  Full Deposit  Partial Deposit *Specify amount per payroll* \_\_\_\_\_

**Bank Account No.:**

Checking  Savings

**Amount**  Full Deposit  Partial Deposit *Specify amount per payroll* \_\_\_\_\_

*Please attach a voided check from your checking account or a deposit slip from your savings account. Please allow up to two pay periods for your direct deposit account to be authorized by your bank.*

*Please turn to page 2*

- I authorize New England Culinary Institute and the bank listed on page one of this form to deposit my net pay, or portion thereof as indicated, into my bank account each payday.
- If funds to which I am not entitled are deposited to my account in error, I authorize New England Culinary Institute to direct the bank to return said funds.
- I understand that my deposit may not be credited to my account up to three banking days after payroll has been transmitted.
- **I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each payday.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_