

BENNINGTON COLLEGE

AUTHORIZATION FOR DIRECT DEPOSIT

Effective date: _____

Name: _____
Last First Middle initial

Bennington College is pleased to offer direct deposit of paychecks to the bank(s) of your choice. To arrange for direct deposit, please complete this form and return to HR (staff), the Dean's Office (faculty), or Payroll (students). Your direct deposit should begin the following pay period after we receive your completed form. On payday, you can access your earning statement in ADP that shows gross pay, taxes, other deductions, and net pay. Your net pay will be deposited in your account.

**** PLEASE NOTIFY PAYROLL IMMEDIATELY IF YOU CLOSE OR CHANGE YOUR BANK ACCOUNT ****

☐ New enrollment

☐ Change enrollment

☐ Cancel enrollment

I authorize Bennington College and the financial institution(s) listed below to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) indicated below. This authorization is to remain in force until Bennington College has received written authorization from me of its termination or change.

Name: _____ Last four digits of your Social Security Number: _____
As is appears on your account

BANK #1

Amount of pay to deposit (select one): **Net Pay** Specific \$ amount: _____ % of check: _____

Type of account (check one): ☐ Checking ☐ Savings

Bank name and address: _____

Transit Routing Number (9-digit ABA number): _____
First group of #s on bottom of check or deposit form

Account #: _____
Second group #s on bottom of check or deposit form

BANK #2

Amount of pay to deposit (select one): **Net Pay** Specific \$ amount: _____ % of check: _____

Type of account (check one): ☐ Checking ☐ Savings

Bank name and address: _____

Transit Routing Number (9-digit ABA number): _____
First group of #s on bottom of check or deposit form

Account #: _____
Second group #s on bottom of check or deposit form

Payroll Type (please check one): Semi-monthly _____ Weekly _____ Student _____

Signature: _____ Date: _____