

# 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 the following:

- Attach a voided personal check to this form to verify your account number and bank routing number.
- Return the completed form to Payroll.
- Your direct deposit should begin the following pay period after we receive your completed form. On payday, you will receive an earning statement that shows gross pay, taxes, other deductions, and net pay. Your money 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: \_\_\_\_\_ 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*

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