

# AUTHORIZATION FOR DIRECT DEPOSIT

Please sign me up for Direct Deposit and deposit my entire net pay into the following bank account:

CHECKING ACCOUNT # \_\_\_\_\_

SAVINGS ACCOUNT # \_\_\_\_\_

ABA # (TRANSIT #) \_\_\_\_\_

For Partial Amounts, please specify amount: \_\_\_\_\_

## AUTHORIZATION:

I authorize Manhattan College to deposit my net pay each payday directly into my account, and to initiate (if necessary) adjustments for any credit made in error to my account. This authority will remain in effect until I have given written notice to Manhattan College to terminate this service.

Employee

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

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

## Employee Information:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please attach a personal check with the word "VOID" written in large letters in ink across the face of the check. Do not sign the check.

If the bank has instant verification, then it will take effect the next pay date. If it doesn't then it will take two pay periods before it takes effect.