

LAFAYETTE COLLEGE DIRECT DEPOSIT AUTHORIZATION FORM

Yes! Please sign me up for DIRECT DEPOSIT!

I hereby authorize Lafayette College to deposit my payroll and accounts payable funds into my account(s) at the bank(s) named below and I authorize the bank(s) named below to post all such entries to my account(s). Lafayette College is authorized to reverse any deposits made in error to my account(s) through the College's direct deposit program. I further warrant that I am a holder on the account(s) listed below. This authorization is to remain in full force and effect until the College has received written notice from me of its termination in such time and in such manner as to afford the College reasonable opportunity to act on it. Once completed, the form must be returned in person to Lafayette College Controller's Office, 030 Marquis Hall. Please be prepared to show a photo ID.

SECTION I: Employee Information and Agreement

Deposit Action (Check one): New () Change () Cancel ()

Note: Use "Cancel" only to stop deposit to all accounts. Use "Change" to start or stop deposits to any of your accounts.

Employee Status (Check One): ___ Faculty ___ Staff ___ Student

Legal Name (Please Print): _____

L Number:

Grid for L Number: 10 empty boxes

Campus Address: _____

Department: _____

Campus E-mail Address: _____

Campus Extension: _____

Signature: _____

Date: _____

SECTION II: Employee Payroll Direct Deposit Account(s)

Note: You may deposit funds at up to three banks. THE LAST BANK LISTED WILL RECEIVE THE BALANCE OF YOUR PAY.

Form for three bank entries. Each entry includes fields for Bank Name, Routing Number, Account Number, Amount to Deposit, and Account Type (Checking/Savings) with a selection box.

SECTION III: Travel and Expense Reimbursement Direct Deposit Account

Note: For employees receiving payroll direct deposit, all travel and expense reimbursements must also be processed by direct deposit. Only one account can be designated for travel and expense reimbursements and it can be one of the accounts already listed in SECTION II.

Form for Travel and Expense Reimbursement account. Includes fields for Bank Name, Routing Number, Account Number, and Account Type (Checking/Savings) with a selection box.

SECTION IV: Submission Instructions

Return this signed form in person to Lafayette College Controller's Office, 030 Marquis Hall. Please be prepared to show a photo ID. **Your next pay will go through a prenote cycle and you will receive a paper check that will be mailed to your check address on file. All subsequent payments after the prenote cycle has been successfully completed will be a direct deposit to your new account.**

INSTRUCTIONS FOR COMPLETING DIRECT DEPOSIT AUTHORIZATION FORM

SECTION I:

CHECK APPROPRIATE BOX

- Check "New" if you want to begin direct deposit.
- Check "Change" if you want to start or stop deposits to any of your accounts.
- Check "Cancel" to stop all future direct deposits to **ALL** of your accounts.

L NUMBER

- This can be found on the bottom of your Lafayette College identification card. It is a series of nine numbers beginning with a "9." Replace the "9" with an "L" and enter the remaining 8 digits in to the available boxes.

SECTION II & III:

DESIGNATING YOUR DEPOSITS

- If you want to deposit your net pay in to ONE ACCOUNT ONLY, enter the information for your banking institution in SECTION II & III.
- If you want to deposit your net pay in to MULTIPLE ACCOUNTS, enter the information for each banking institution in SECTION II & III. Enter the dollar amount you want deposited in to each bank. The balance of your net pay will be automatically deposited in to the last bank listed in SECTION II.

ROUTING NUMBER/ACCOUNT NUMBER

- At the bottom of your check, you will see three groups of numbers. The first group is your routing number (which will always consist of nine numbers grouped together). The second is your account number (which can vary in length depending on your institution), and the third is your check number. Please refer to the example below for additional assistance.

The diagram shows a check with the following fields and numbers:

- YOUR NAME: 1234 Main Street, Anywhere, OH 00000
- DATE: _____
- PAY TO THE ORDER OF: _____
- \$ _____
- _____ DOLLARS
- Routing Number: 044072324
- Account Number: 000123456789
- Check Number: 123

Labels below the numbers:

- ROUTING NUMBER** (under 044072324)
- ACCOUNT NUMBER** (under 000123456789)
- CHECK NUMBER** (under 123)

