



ALLEGHENY COLLEGE

Authorization for Payroll Direct Deposit

Please remember that initial requests, account changes or cancellations must be received by the Payroll Office at least 10 days before a pay date in order to be processed.

Employee Name: _____

<u>Direct Deposit #1</u>	<u>Circle One:</u>	Checking	Savings	<u>Dollar Amount</u>
Bank Name _____				\$ _____
Routing # _____				
Account # _____				

<u>Direct Deposit #2</u>	<u>Circle One:</u>	Checking	Savings	<u>Dollar Amount</u>
Bank Name _____				\$ _____
Routing # _____				
Account # _____				

<u>Direct Deposit #3</u>	<u>Circle One:</u>	Checking	Savings	<u>Dollar Amount</u>
Bank Name _____				\$ _____
Routing # _____				
Account # _____				

<u>Direct Deposit #4</u>	<u>Circle One:</u>	Checking	Savings	<u>Dollar Amount</u>
Bank Name _____				\$ _____
Routing # _____				
Account # _____				

If you want all of your check deposited to a single bank account, put ALL in the dollar amount for Direct Deposit #1. If you wish to specify a fixed dollar amount for additional account(s), enter those amounts in the remaining direct deposit boxes with your desired dollar amounts.

NOTE: First time set up or if you make changes, the verification process may take one payroll cycle to verify the account number and bank routing information. This means that your direct deposit to your account(s) may not occur until the following pay date.

_____ Discontinue Direct Deposit

Signature: _____

Date: _____