

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF PAYROLL PAYMENTS**

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If you have more than two (2) accounts please fill out an additional form

Please Print

Name of Employee: \_\_\_\_\_ Effective Date \_\_\_\_\_

New Authorization       Change Existing Account       Add Account

**Account #1**

Colleague Bank Code 

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 Bank Name \_\_\_\_\_

Checking Account       Savings Account      \$ \_\_\_\_\_

Routing Number  

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Account Number  

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OR

AFFIX VOIDED CHECK HERE

**Account #2**

Colleague Bank Code 

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 Bank Name \_\_\_\_\_

Checking Account       Savings Account      \$ \_\_\_\_\_

Routing Number  

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Account Number  

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OR

AFFIX VOIDED CHECK HERE

**Agreement:**

I understand that.....

1. The employee listed above hereby authorizes Tusculum College, and its agents, including financial institutions, to initiate electronic credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) as listed above and the bank/credit union named above to credit and/or debit the sameto such account(s).
2. The bank **will not** notify me if there is a problem with this transaction, and it is my responsibility to check that the deposit was correctly applied to my account(s) on payday.
3. This authorization will remain in full force and effect until I am no longer employed with Tusculum College, or I have informed my employer in writing that I wish to cancel it, and my employer has had reasonable time to effect cancellation.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_