



Direct Deposit Authorization Form

1. Download and complete the form.
2. Send original to Payroll Office (**please do not fax or email**).

Name (First, MI, Last): _____

ID Number: _____

Account Information:

The last item must be for the remaining amount owed to you. To distribute to more accounts, please complete another form. **Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.**

1. Bank Name		City & State
Routing Number _____	TYPE OF ACCOUNT: <input type="checkbox"/> Checking <input type="checkbox"/> Savings _____ Account Number	I wish to deposit \$ _____ or <input type="checkbox"/> Send Entire Net Amount
2. Bank Name		City & State
Routing Number _____	TYPE OF ACCOUNT: <input type="checkbox"/> Checking <input type="checkbox"/> Savings _____ Account Number	I wish to deposit \$ _____ or <input type="checkbox"/> Send Entire Net Amount
3. Bank Name		City & State
Routing Number _____	TYPE OF ACCOUNT: <input type="checkbox"/> Checking <input type="checkbox"/> Savings _____ Account Number	I wish to deposit \$ _____ or <input type="checkbox"/> Send Entire Net Amount

I hereby authorize Southwest Texas College to initiate entries to my checking, savings and/or BankMobile card accounts at THE FINANCIAL INSTITUTION(S) listed above. The college may also, if necessary, initiate adjustments for any transactions credited in error. This authority will remain in effect until the college is notified by me in writing to **cancel** or **change** deposit information in such time as to afford reasonable opportunity to act accordingly.

Employee Signature: _____

Date: _____

STAPLE DOCUMENTATION VERIFYING ROUTING AND ACCOUNT NUMBERS FOR EACH BANK ACCOUNT. Examples are: voided personal check, print screens from online banking website, or official letter from bank on bank letterhead.

