

# AUTHORIZATION FOR DIRECT DEPOSIT OF EMPLOYEE PAY

## EMPLOYEE INFORMATION

<hr style="border: none; border-top: 1px solid black;"/>	_____New	_____Change
Name (Please Print)	(to be completed by payroll office)	
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Employee ID or Social Security Number	Prenote Date	Bank Code / Type

***\*All new direct deposit accounts will require a pre-note with the requested financial institution to ensure accurate information. Please expect new direct deposit accounts to be delayed by one paycheck.***

I hereby consent to and authorize Nazareth College of Rochester (hereinafter referred to as NCR) to deposit my net wages into the account in my name, at the bank indicated below and authorize said bank to credit such amounts to my account:

Name of Bank/Credit Union _____	
Account Type:   Checking _____	Savings _____
Bank Routing # : _____:	Account # _____
<b>NOTE: <u>Do Not Use Your ATM/Debit Card Number.</u></b> If you are unsure of your Bank Routing Number or account number, please check with your financial institution	

**NCR delivers its payroll information electronically. Once your direct deposit information has been processed, you can access this information from your NazNet Account. NCR is authorized to make withdrawals on this account to adjust any over deposit that it has caused to be made.**

Employee Signature _____	Date _____
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**THE DIRECT DEPOSIT WILL CONTINUE UNTIL THE PAYROLL OFFICE IS NOTIFIED THAT THE EMPLOYEE WISHES TO CANCEL OR CHANGE THEIR FINANCIAL INSTITUTION OR UNTIL THE END OF THEIR EMPLOYMENT WITH THE COLLEGE. FAILURE TO NOTIFY THE PAYROLL OFFICE OF ANY CHANGES WILL RESULT IN THE DELAY OF THEIR PAYCHECK UNTIL THE NEXT SCHEDULED PAYROLL.**

