

# AUTHORIZATION FOR DIRECT DEPOSIT OF EMPLOYEE PAY

## EMPLOYEE INFORMATION

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_ New                      \_\_\_\_\_ Change

\_\_\_\_\_  
Employee ID or Social Security Number

\_\_\_\_\_  
Pre-note Date

\_\_\_\_\_/\_\_\_\_\_  
Bank Code / Type

(to be completed by payroll office)

x.

***\*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 # \_\_\_\_\_

**NOTE: Do Not Use Your ATM/Debit Card Number.** If you are unsure of your Bank Routing Number or account number, please check with your financial institution or see example on reverse side.

**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. This authorization is to remain in full force and effect for the duration of my employment or until NCR wishes to discontinue the service or until NCR has received written notification from me of its termination in such time and manner as to afford NCR and the Bank a reasonable opportunity to act on it.

Employee Signature \_\_\_\_\_                      Date \_\_\_\_\_

***If depositing in checking account, attach your voided check here.  
If depositing in savings account, please confirm bank routing # and account # with your financial institution.***

**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.**

A. N. Other 123-45-6789  
11011 West Broad St.  
Richmond, VA 23060  
(804) 888-9999

1438

Pay to the Order of \_\_\_\_\_ \$

For \_\_\_\_\_

⑆056073506⑆ 9435732348⑆ 1438

Routing Number  
(Exactly 9 digits)

Bank Account  
Number

Check  
Number