



Direct Deposit Authorization Form

Full-time _____ Part-time _____ Student _____

LC Emplid #	Employee's First Name	MI	Last Name

To enroll in Direct Deposit:

- * Complete the authorization form below.
- * The first payroll after the enrollment is entered into the system, a paper check will be issued. The following payroll, amounts will be deposited into designated accounts.
- * A direct deposit notification (advice) will be sent to you by pay day.

To change or add accounts:

- * Additional accounts can be added by completing a new authorization form.
- * Changes to existing accounts will be effective the following payroll after submitting this form.

To cancel Direct Deposit:

- * **VERY IMPORTANT:** Please notify the Payroll Department (using the authorization form below) before closing any direct deposit accounts.

Check one

<input type="checkbox"/> New Enrollment	<input type="checkbox"/> Change Bank	<input type="checkbox"/> Change Amount
<input type="checkbox"/> Cancel Direct Deposit	<input type="checkbox"/> Change Account Number (Same Bank)	

Direct Deposit Accounts

1. Deposit	Enter dollar amount or "Total Net Pay" <input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Financial Institution <input style="width: 100%; height: 20px;" type="text"/> Routing No. <input style="width: 80%; height: 20px;" type="text"/> Account No. <input style="width: 80%; height: 20px;" type="text"/>
2. Deposit	Enter dollar amount or "Total Net Pay" <input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Financial Institution <input style="width: 100%; height: 20px;" type="text"/> Routing No. <input style="width: 80%; height: 20px;" type="text"/> Account No. <input style="width: 80%; height: 20px;" type="text"/>
3. Deposit	Enter dollar amount or "Total Net Pay" <input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Financial Institution <input style="width: 100%; height: 20px;" type="text"/> Routing No. <input style="width: 80%; height: 20px;" type="text"/> Account No. <input style="width: 80%; height: 20px;" type="text"/>

A voided check or statement from the bank must be attached for each account listed above.

I hereby authorize Lee College to initiate credit entries to the account(s) stated above and to initiate, if necessary, any debits or adjustments for any direct deposit errors made. This authorization is to remain in effect until revoked by me in writing or until I terminate my employment with Lee College.

Employee's Signature	Date	Effective Date
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**Please return to:
Lee College, Payroll Department**