



HOBART AND WILLIAM SMITH COLLEGES



Office of Human Resources

Coxe Hall

Telephone: 781-3312

Fax: 781-3314

DIRECT DEPOSIT AUTHORIZATION FORM

I hereby authorize Hobart and Williams Smith Colleges and the financial institution(s) shown to deposit my net pay directly to my account(s) each payday and to initiate, if necessary, debit entries and adjustments for any Hobart and William Smith Colleges payroll deposit entries made in error to my account(s). This authority will remain in effect until I file a new authorization form.

ACTION (Check the Appropriate Box):

Form with three checkboxes: New Account Set Up, Change Account Information, Cancel Direct Deposit

EMPLOYEE INFORMATION AND AUTHORIZATION

Form with fields for Employee Name, Today's Date, Employee Campus Wide ID #, and Employee's Signature

Direct Deposit _____% of net pay OR \$ _____

Form with fields for Bank or Credit Union Name, Account Type (Checking/Savings), Transit (ABA) Number, and Account Number

Direct Deposit #2 The remainder of net pay OR \$ _____

Form with fields for Bank or Credit Union Name, Account Type (Checking/Savings), Transit (ABA) Number, and Account Number

Attach either a voided check or bank documentation for each direct deposit.

The Office of Human Resources or Payroll Office must be notified immediately of any changes with respect to your financial institution(s) or account(s).