Direct Deposit Authorization Form

Last Name _____ First Name _____ Middle Initial _____

I hereby authorized Five Colleges, Inc. to deposit my payroll net pay and/or accounts payable funds, via direct deposit, into the bank account(s), as indicated below. Five Colleges, Inc. is authorized to reverse any deposits made in error to my account(s) through the direct deposit program.

I understand I must immediately notify the Business Office **BEFORE** I close any/all account(s), listed below, while this arrangement is in effect. I also understand that Five Colleges, Inc. will not be held responsible for issuance errors due to the practices and policies of my financial institution.

→ **Signature**:_____ **Date**:_____

Five Colleges, Inc. cannot send a direct deposit (ACH) transaction to a foreign bank account. Five Colleges assumes no liability for direct deposit (ACH) transactions that are returned due to the fact that the account receiving the direct deposit is identified by the receiving financial institution as a foreign bank account.

Account to deposit Net Pay: **Check One:** ☐ **Start** ☐ **Stop**

Acct. Type	Bank Name:	Bank Transit/Routing Number:	Account Number:
☐ Checking ☐ Savings			

Account for fixed amount deposit (i.e. savings, vacation): **Check One:** ☐ **Start** ☐ **Stop**

Acct. Type	Bank Name:	Bank Transit/Routing Number:	Account Number:
☐ Checking ☐ Savings			

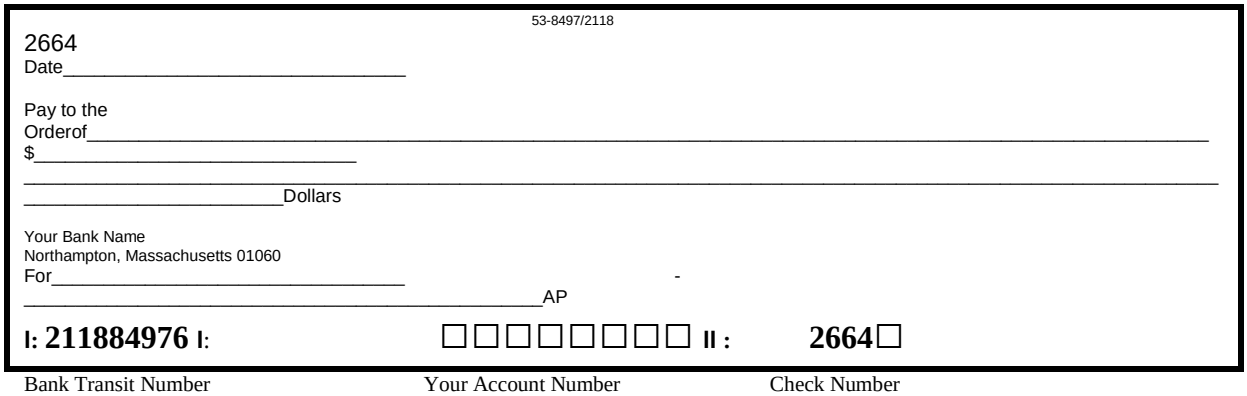
Account for fixed amount deposit (i.e. savings, vacation): **Check One:** ☐ **Start** ☐ **Stop**

Acct. Type	Bank Name:	Bank Transit/Routing Number:	Account Number:
☐ Checking ☐ Savings			

Account for fixed amount deposit (i.e. savings, vacation): **Check One:** ☐ **Start** ☐ **Stop**

Acct. Type	Bank Name:	Bank Transit/Routing Number:	Account Number:
☐ Checking ☐ Savings			

Locating the above information on your check



Bank Transit Number Your Account Number Check Number

Bring or send this completed authorization form, along with a voided check(s) or memo from your financial institution(s) with bank routing/transit and account information to the Business Office or fax 253-2785. For questions please call Business Office at 256-8310.

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