

Direct Deposit Authorization Form

Check one box	<input type="checkbox"/> Start Complete section 1 and attach a voided check (or complete 2)	<input type="checkbox"/> Change	<input type="checkbox"/> Stop Complete section 1
----------------------	---	--	--

Section 1 Authorization for New Direct Deposit or Cancellation of Existing Direct Deposit

Bank Information for: (select one) **Both** **Payroll** **Reimbursements/Refunds**

I authorize the College of St. Scholastica to initiate automatic deposits to this account. I understand that I will receive e-mail notification to my CSS email address when funds have been released to the account listed on this form or if my deposit is rejected by the financial institution. I understand that it is my responsibility to verify funds are in the account prior to withdrawing the funds. This agreement will be cancelled if the account is closed or a cancellation notice is received.

Check box if you are faculty/staff:

Printed Name:	ID # (VorB):
---------------	--------------

Address:	City:	State:	Zip:
----------	-------	--------	------

Signature:	Phone:	Date:
------------	--------	-------

Section 2 Account Information: Attach a preprinted, voided check here. OR
 If you do not have preprinted checks or you have a savings account this section must be completed by a representative of your financial institution (bank). An official bank letter/document will be accepted in place of this section. *This section should not be completed by the student or employee.*

Financial Institution (Bank) Name:	City:	State:
------------------------------------	-------	--------

Routing Number:	Account #:	Type: (circle one) Checking Savings
-----------------	------------	---

F.I. Representative Name:	Title:	Phone #:
---------------------------	--------	----------

F.I. Representative Signature:	Date:
--------------------------------	-------

~OR~ Same as (circle one): *Payroll* *Reimbursements/Refunds*

Section 3 Payroll Distribution (optional): FACULTY/STAFF ONLY
 Complete this section only if you would like your funds distributed to more than one account.

1st Financial Institution Name:	Deposit: (select one) <input type="checkbox"/> All <input type="checkbox"/> _____% <input type="checkbox"/> \$ _____ of my net pay per pay period.
---------------------------------	---

Routing Number:	Account Number:	Type: (circle one) Checking Savings
-----------------	-----------------	---

2nd Financial Institution Name:	Deposit: (select one) <input type="checkbox"/> All <input type="checkbox"/> _____% <input type="checkbox"/> \$ _____ of my net pay per pay period.
---------------------------------	---

Routing Number:	Account Number:	Type: (circle one) Checking Savings
-----------------	-----------------	---

3rd Financial Institution Name:	Deposit: (select one) <input type="checkbox"/> All <input type="checkbox"/> _____% <input type="checkbox"/> \$ _____ of my net pay per pay period.
---------------------------------	---

Routing Number:	Account Number:	Type: (circle one) Checking Savings
-----------------	-----------------	---

Students: The refund release form is a separate authorization form which can be found by logging into Cor, selecting OneStop and choosing 7c on the checklist

Secure drop off location: OneStop Office (T1130) or
Mail to 1200 Kenwood Avenue, Duluth, MN 55811, ATTN OneStop or Fax to 218-733-2255
 Please allow 5-7 business days for processing.

For individuals receiving a refund via direct deposit, please be advised there are new processing requirements for funds being sent to a financial institution outside of the US. If our payments to you are being forwarded from a U.S. financial institution to a financial institution in another country, please advise Christy Alvar at (218) 723-7045. If you receive your payroll via direct deposit at a U.S. financial institution and then have the entire payroll amount forwarded to a financial institution in another country please advise the payroll department. There are formatting requirements for these transactions that CSS needs to follow. It will not impact your payroll. Revision 6/14