



DIRECT DEPOSIT AUTHORIZATION

Please complete the form below and e-mail to the Payroll Office at Payroll@polk.edu. If you need further information, contact Payroll at 863-292-3715 (or extension 5205).

Authorization Agreement for Automatic Deposits

I, _____ authorize Polk State College to automatically credit my:
Employee Name (PRINT)

	Financial Institution	Routing Number	Account Number	Checkin/ Savings	Amount or Percent	Finance ACH
1						
2						
3						
4						
5						

I understand that this authorization will be in effect until I notify the Payroll Office in writing that I no longer desire this service, allowing the College reasonable time to act on my notification. I also understand that if corrections in the credit amount are necessary, it may involve an adjustment (credit or debit) to my account.

Employee name

Employee PID number

Employee Signature

Date

Instructions for completing the Direct Deposit Authorization

This form allows you to have your pay electronically deposited to the bank account(s) of your choice. It will also allow you to make a selection of one account to have any other reimbursements from PSC (travel, supplies, education, etc.) deposited. If you have any questions while completing this form, please feel free to contact the payroll department at 292-3715 (or extension 5205).

Financial Institution – Enter the name of your bank, credit union or other institution where your account is held.

Routing Number – Enter the routing number of the institution/account you are wishing to have the deposit made. The routing number is the first 9 digits at the bottom of your check. See example below.

Account number – Enter the number of the account you wish to have the funds deposited to. This is normally

The diagram shows a check with the following fields and labels:

- NAME**
ADDRESS
CITY, STATE ZIP
- DATE**
- PAY TO THE ORDER OF** | \$
- BANK NAME**
ADDRESS
CITY, STATE ZIP
- FOR**
- 0123** (top right)
- 01-23456789** (top right)
- DOLLARS** (bottom right)
- ⑆0123456789⑆ 01234567890123⑆ 0123** (MICR line)
- Routing Number** (under the first 9 digits of the MICR line)
- Account Number** (under the last 10 digits of the MICR line)

to the right of the routing number. See example below.

Checking/Savings – Please indicate if the account is a checking or savings account. C = Checking and S = Savings.

Amount or Percent – If you are depositing to multiple accounts, please enter the specific amounts or percentage of total for the distribution of your pay. Percentage column must equal 100%. If you only have one account, the percent would be 100%.

Finance ACH Field – If you have more than one account, please check which account you want to have any reimbursements to be deposited to. If you only have one account, this will default to that account.