

# STUDENT DIRECT DEPOSIT AUTHORIZATION



## Applicant Information

Name (please print clearly) \_\_\_\_\_

Student ID Number or Social Security Number \_\_\_\_\_

Account information (check one):  New  Change

Account Type (check one)  Checking Account  Savings Account

This form allows you to activate or change your financial institution for payroll. Your payroll earnings will automatically be deposited into your financial institution account by:

1. attaching a voided check (checking account) or deposit slip (savings account) from that financial institution.

**or**

2. if no voided check (checking account) or deposit slip (savings account) available, present information from your financial institution that includes routing number and account number (not a VISA or MasterCard check/debit card).

## SIGNATURE

I authorize Gustavus Adolphus College to initiate electronic entries to my indicated checking or savings account. In the event of an error, I also authorize Gustavus Adolphus College to direct my bank to return any deposited funds to which I was not entitled by debiting my bank account as appropriate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### VERIFICATION OF FUNDS:

To verify that your funds have been deposited to your account, contact your financial institution.

### TURN IN FORM TO:

Gustavus Adolphus College Human Resource Office, Uhler Hall Room 24 (basement level) or the Financial Aid Office.

**CHECKING ACCOUNT  
[ATTACH VOIDED CHECK]**

**SAVINGS ACCOUNT ONLY  
[ATTACH DEPOSIT SLIP]**