# DIRECT DEPOSIT REQUEST FORM

Employees may elect to have their paychecks deposited directly into their bank account(s) on payday. Union College will allow direct deposits for up to three (3) financial institutions per employee. Please complete the bottom part of this form and submit to Payroll at least two weeks prior to payday.

The College currently deposits to many financial institutions, including local and national banks, as well as credit unions. Payroll will try to accommodate all requests for direct deposit, bearing in mind that not all accounts or financial institutions can accept this type of deposit.

Direct deposit statements will be included with the Department pick-up in the Cashier's Office each payday and will be distributed to employees by the Department.

***Requires a statement from the bank containing Bank Name, Account Number and Bank Routing Number (i.e. Voided Check or Bank Direct Deposit Form).***

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**Account One:** ☐ Checking ☐ Savings

☐ Full Net Pay Deposit ☐ Partial Pay Deposit of $ _____

Bank Name_____

Account Number _____ (Please double check account number)

Bank Routing Number _____

**Account Two:** ☐ Checking ☐ Savings

☐ Full Net Pay Deposit ☐ Partial Pay Deposit of $ _____

Bank Name_____

Account Number _____ (Please double check account number)

Bank Routing Number _____

**Account Three:** ☐ Checking ☐ Savings

☐ Full Net Pay Deposit ☐ Partial Pay Deposit of $ _____

Bank Name_____

Account Number _____ (Please double check account number)

Bank Routing Number _____

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I would like to request that my paychecks be directly deposited into my account(s) effective immediately.

Name (Printed) _____ ID# _____

Signature _____ Date _____

Email _____ Phone No. _____

Revised 9/2009 Please return form to Payroll in McKean House