

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 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.

If you have an Employee Online account, you may also set up or adjust Direct Deposit by going to eo.union.edu

Account One: Checking Full Net Pay Deposit
 Savings Partial Pay Deposit of \$ _____

Bank Name _____

Account Number _____ (*please double check*)

Routing Number _____

Account Two: Checking Full Net Pay Deposit
 Savings Partial Pay Deposit of \$ _____

Bank Name _____

Account Number _____ (*please double check*)

Routing Number _____

Account Three: Checking Full Net Pay Deposit
 Savings Partial Pay Deposit of \$ _____

Bank Name _____

Account Number _____ (*please double check*)

Routing Number _____

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

If you are electronically submitting this form, put your electronic signature by marking the box and typing your name below. In doing so you are hereby consenting and accepting this to constitute your signature, acceptance and agreement as if it was actually signed by you in writing.

An electronic copy of this form and supporting documents may be submitted from a Union College email address to payroll@union.edu.

Name _____

ID# _____

Signature _____

Date _____

Email _____

Phone No. _____