



**Bethune Cookman University**  
Electronic Deposit Payroll Authorization Form  
**\*\* ONE FORM PER BANK ACCOUNT \*\***

**Part I**

**Employee Information (Please print)**

(Check one) **Deposit Action:**    New     Change     Add     Stop

**Print Full Name:** \_\_\_\_\_

**Part II**

**Employee Bank Information**

**Note:** You may deposit in to a maximum of three banks. Deposits to multiple accounts within a single bank must be arranged through your bank or by filling out an additional deposit form(s). **IF YOU DO NOT SPECIFY WHERE TO PUT THE REMAINDER OF YOUR CHECK, IT WILL BE ISSUED AS A LIVE CHECK.**

**Remember!** Your account number will be researched by the national banking clearing house. This process takes one pay period. Your first check will be a live check.

Bank Name: _____
Routing Number: _____
Account Number: _____
Account Type:      Checking <input type="checkbox"/> Savings: <input type="checkbox"/>
Amount to be Deposited: _____

**Part III**

Return this form and a **VOIDED CHECK** (or a statement from the bank to show how to route your checking and/or savings account(s)) for each bank account to the Office of Human Resources Management.

I authorize Bethune Cookman University and the bank listed above to deposit my net pay or portion thereof as indicated into my bank account each payday. If funds to which I am not entitled are deposited to my account, I authorize ADP to direct the bank to return such funds. I understand my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher.

**Employee Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_