



Bethune-Cookman University

Direct Deposit Payroll Authorization Form Work Aid/Work Study Payroll

Part I

Student-Employee Information (Please print)

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

Print Full Name: _____

Student ID# _____ **Email address** _____

Part II

Bank Information

Direct deposit will be effective immediately unless you are notified by Payroll.

Bank Name: _____

Routing Number: _____

Account Number: _____

Account Type: Checking Savings:

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) to Payroll or the Cashiers Office. You may also return it with your timecard.

I authorize Bethune-Cookman University and the bank listed above to deposit my net pay into my bank account each payday. If funds to which I am not entitled are deposited to my account, I authorize the bank to return such funds to B-CU.

I understand that if I close or change my bank account before notifying Payroll that there will be a delay in replacing the funds.

I understand that if my timecard is not signed, direct deposit will stop for that pay period and I will receive a check.

Employee Signature: _____ **Date:** _____