



# 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:** \_\_\_\_\_