

## DIRECT DEPOSIT AUTHORIZATION FORM SPRINGFIELD COLLEGE

Before completing this form, read the back and make sure you understand the information requested. Fill in the boxes below and sign the form.

Last Name (Print) \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Current Status FT PT FACULTY PROJECT TEMP ADJUNCT GA STUDENT  
 Action:  NEW  CHANGE  CANCEL Effective Date \_\_\_\_\_

Name of Financial Institution _____	
Routing Transit Number _____	(See reverse for example)
Account Number _____	Type of Account <input type="checkbox"/> Savings <input type="checkbox"/> Checking
Ownership of Account <input type="checkbox"/> Self <input type="checkbox"/> Joint <input type="checkbox"/> Other	Amount to transfer _____

Name of Financial Institution _____	
Routing Transit Number _____	(See reverse for example)
Account Number _____	Type of Account <input type="checkbox"/> Savings <input type="checkbox"/> Checking
Ownership of Account <input type="checkbox"/> Self <input type="checkbox"/> Joint <input type="checkbox"/> Other	Amount to transfer _____

Name of Financial Institution _____	
Routing Transit Number _____	(See reverse for example)
Account Number _____	Type of Account <input type="checkbox"/> Savings <input type="checkbox"/> Checking
Ownership of Account <input type="checkbox"/> Self <input type="checkbox"/> Joint <input type="checkbox"/> Other	Amount to transfer _____

### ATTACH VOIDED CHECK TO THIS SPACE

I certify that I have read and understand the back of this form. By signing this agreement, I authorize the Springfield College Office of Human Resources to initiate credit entries, and if necessary, debit entries and adjustments for any credit entries in error, to the account(s) and financial institution indicated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## COMPLETING THIS FORM

JOHN PUBLIC 123 Main Street Your Town, FL 12345	_____20_____	1234
PAY TO THE ORDER OF _____	\$	<input type="text"/>
Your Town Bank Your Town, FL 12345	_____	Dollars
FOR _____	_____	
: 021001082    : 1234556789022    ■		1234

1. Transit/Routing Number – On this line you would write “021001082”. The Routing/Transit number tells which institution to send your funds.
2. Account Number – on this line you would write “1234556789022” – this is your personal account number with your institution.

**TIP - Call your financial institution to make sure they will accept direct deposits.**

**TIP - Verify your account number and routing transit number with your financial institution.**

**TIP - Do not use a deposit slip to verify the routing number.**

**It is your responsibility to notify Springfield College Office of Human Resources of any changes in your account, such as account closure or change in account number.**

**If you have any questions regarding this form please contact the Office of Human Resources at 748-3118.**