

The Direct Deposit Program automatically deposits your paycheck and Accounts Payable disbursements to your checking or saving account, even when you are on vacation, traveling, on business, absent due to illness, emergency closings, etc. It can't be stolen, lost, forged, or damaged. When you want cash, you simply write yourself a check, or go to your local ATM for a cash withdrawal. Your payroll money will be available to you first thing Payday morning. Accounts Payable disbursements will be available two business days from payment processing. E-mail notification will be sent with payment information at the time of deposit for accounts payable payments. Please allow 5 to 10 business days, from the time the form is received by the Payroll Office, for the change to take effect.

Complete the form below, entering the required data, and then print it out. Obtain the bank Routing/Transit number from your banking institution. If your bank has merged lately, please verify the routing/transit number. Select the correct option-checking or savings account type. This direct deposit form is for all disbursements issued to you from the College, Payroll and A/P.

ONCE ACTIVATED, PLEASE CANCEL YOUR DIRECT DEPOSIT BEFORE CLOSING YOUR ACCOUNT

_____	_____	_____	_____	_____
Z Number	Last Name	First Name	MI	Last 4# of Social Security

I hereby authorize Richard Stockton State College to initiate credit entries to my account in the bank named below:

INFORMATION TO BE OBTAINED FROM YOUR BANKING INSTITUTION

BANK NAME _____ BRANCH CITY _____ STATE _____

BANK ROUTING/TRANSIT NUMBER: _____
(Nine Digits Required)

YOUR ACCOUNT NUMBER: _____
(Up to Seventeen Digits Permitted)

Account Type: Checking or Savings

This authority is to remain in full force and effective until Richard Stockton State College has received written notification, in accordance with published schedules, from me of its termination.

Signature: _____ Date: _____

Note: Your written signature is required to authorize this request.