



COLGATE UNIVERSITY

PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

Colgate ID#	Employee name	Work phone#
-------------	---------------	-------------

PAYROLL BANK 1 INFORMATION

Financial Institution name		OFFICE USE Priority	
<input type="checkbox"/> New	Bank Routing # (9 digits)		Account type
<input type="checkbox"/> Change	Account #		<input type="checkbox"/> checking <input type="checkbox"/> savings
<input type="checkbox"/> Stop	Amount to this account <input type="checkbox"/> flat \$ amount \$_____ <input type="checkbox"/> percent %_____ <input type="checkbox"/> net/balance		

PAYROLL BANK 2 INFORMATION (optional)

Financial Institution name		OFFICE USE Priority	
<input type="checkbox"/> New	Bank Routing # (9 digits)		Account type
<input type="checkbox"/> Change	Account #		<input type="checkbox"/> checking <input type="checkbox"/> savings
<input type="checkbox"/> Stop	Amount to this account <input type="checkbox"/> flat \$ amount \$_____ <input type="checkbox"/> percent %_____ <input type="checkbox"/> net/balance		

PAYROLL BANK 3 INFORMATION (optional) (Employee expense reimbursements will default to Bank 1 information if not specified)

Financial Institution name		OFFICE USE Priority	
<input type="checkbox"/> New	Bank Routing # (9 digits)		Account type
<input type="checkbox"/> Change	Account #		<input type="checkbox"/> checking <input type="checkbox"/> savings
<input type="checkbox"/> Stop	Amount to this account <input type="checkbox"/> flat \$ amount \$_____ <input type="checkbox"/> percent %_____ <input type="checkbox"/> net/balance		

CHECKING ACCOUNT: ATTACH A VOIDED CHECK

SAVINGS ACCOUNT: ATTACH DOCUMENTATION FROM YOUR FINANCIAL INSTITUTION

I authorize Colgate University to deposit my paychecks and expense reimbursements into the account(s) listed above as directed.
This authority will remain in effect until I give written notice of a change or cancellation.

SIGNATURE

DATE

MAIL FORM TO THE PAYROLL DEPARTMENT

13 Oak Drive Hamilton, NY 13346

Payroll Dept. Use:	Completed by: _____	Date Completed: _____
--------------------	---------------------	-----------------------