

Direct Deposit Enrollment Form

Authorization Agreement

I hereby authorize **College of the Mainland** to initiate automatic deposits to my account at the financial institution named below. I also authorize **College of the Mainland** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **College of the Mainland** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **College of the Mainland** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department. This form replaces all previously submitted direct deposit forms.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO SUBMIT A NEW DIRECT DEPOSIT FORM IF MY BANKING INFORMATION CHANGES. I ACKNOWLEDGE THAT A PAY CHECK WILL BE GENERATED AND MAILED TO MY ADDRESS OF RECORD IN THE EVENT ANY DIRECT DEPOSIT TRANSACTION FAILS OR IS REJECTED BY THE BANK.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Signature

Authorized Signature : _____ Date: _____

Printed Name: _____ Datatel ID _____

Please attach a voided check or deposit slip and return this form to the Payroll Accounting Specialist in the Financial Services Department.

All forms received **by the 10th of the month** will be processed to begin the direct deposit process for the 25th payday in the same month. Forms received after the 10th of the month will begin the direct deposit process the following month.

The first direct deposit transaction will still generate a pay check because a "pre-note" transaction will be sent to your bank to ensure all coding information is accurate. If there are no problems with the "pre-note" process, the next month's and all future months pay will be direct deposited into the account specified above.

FOR PAYROLL USE ONLY:

Date received in payroll office _____

Bank code ID _____

Form received by _____

Date entered into Datatel _____

Entered by _____