



# Authorization Agreement for Direct Deposit

Please be sure to complete all four steps.  
(See instructions for completing this form on page 2.)

## Step 1: Your Name and Address

Full Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Number/Street/Apt.# City State Zip Code

Home Phone Number ( ) --

## Step 2: Primary Bank Account (Attach a voided check for verification)

Depository Bank Name \_\_\_\_\_

Address \_\_\_\_\_  
Number/Street City State Zip Code

Routing Number (see check sample on reverse)

□ □ □ □ □ □ □ □ □

Type:  Checking  Savings

Account Number (see check sample on reverse)

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

## Step 3: Fixed Amount Bank Account (usage optional) (Attach a voided check for verification)

Depository Bank Name \_\_\_\_\_

Address \_\_\_\_\_  
Number/Street City State Zip Code

Routing Number (see check sample on reverse)

□ □ □ □ □ □ □ □ □

Type:  Checking  Savings

Account Number (See check sample on reverse)

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Fixed dollar amount to deposit into this account with each paycheck: \$ \_\_\_\_\_

## Step 4: When this form is completed please mail to:

**Columbia College  
Attn: Payroll Office  
1001 Rogers Street  
Columbia, MO 65216**

I am signing up for payroll automatic direct deposit. I authorize Columbia College to automatically deposit my paycheck in the bank account(s) listed above. If necessary, Columbia College may make deductions from my account(s) for any payments credited in error. I also agree that Columbia College or my financial institution may cancel this agreement for any reason, at any time, without prior notice to me. This agreement will remain in effect until the Columbia College Payroll Office has received written notification from me to terminate this agreement. Any changes to the bank account(s) or distribution information must be received by the Payroll Office in writing at least 15 days prior to payday. I will retain a copy of this agreement, and know that I may also contact Columbia College for a copy.

Signature \_\_\_\_\_ Date □ □ / □ □ / □ □ □ □ □ □

## Instructions

You may deposit and divide your paycheck into a maximum of two (2) bank accounts, as follows:

**Primary Account:** This account will automatically receive your entire paycheck, less any amount you have directed to be deposited in the Fixed Amount Account.

**Fixed Amount Account:** You may designate a fixed dollar amount to be deposited in to this account with each paycheck. This amount will stay the same, even if your paycheck amount changes. Usage of this account is optional.

**Example:** Suppose your paycheck is \$500 and you usually deposit it in your checking account. You decide that you want to take \$50 out of each paycheck and deposit it into a savings account. For direct deposit, you would indicate that \$50 is to be deposited into the Fixed Amount Account. The remainder, or \$450, would be automatically deposited into the Primary account.

## Sample Check

<b>JOHN M. DOE</b> PH. 573-555-2121 0000 Rogers Street Columbia, Mo 65200	<b>1234</b>
_____	<b>20</b> _____
<i>Pay to the order of</i> _____	<input type="text" value="\$"/> _____
_____	<i>Dollars</i>
FOR _____	<b>VOID</b> _____
<b>! : 090050009 ! :</b>	<b>! 888001110 ! 1234</b>

↑  
ABA/Routing Number (9-digits)

↑  
Checking Account Number