

THE COLLEGE OF
WOOSTER

PAYROLL ELECTRONIC DIRECT-DEPOSIT FORM

*****REQUIRED FORM*****

The College requires all employees to electronically direct-deposit their net pay to a checking and/or savings account(s), up to three accounts, to utilize the most efficient and convenient method of payroll distribution. This form must be completed to identify the checking and/or savings account(s) and ABA/routing number(s) of the financial institution(s) in order to receive electronic direct-deposit each payday. The checking and/or savings account(s) may be at virtually any U.S. bank, savings & loan association, or credit union.

Please note: Upon receipt of the direct deposit information, it is submitted to the bank on the next scheduled payroll as a zero net pay item for the bank to verify the accuracy of the information. At this time, the employee will receive a live (hard copy) paycheck. The employee's net pay will be directly deposited into his or her bank account on the subsequent payroll as long as the bank is able to verify the information. In most cases, employees should expect to receive the direct deposit of their net pay on the second pay following the receipt of the information by the Payroll Office.

Name: _____

Last 4-Digits of SSN: _____

(Please Print)

Please indicate the type of account, 9-digit ABA/routing number, account number, and the amount to be deposited each pay for up to three accounts and attach a voided check or other document indicating the ABA number and account number for each account. Please note that the amounts requested below will be processed in numerical order, provided that there are adequate funds available.

1. Checking or Savings Amt. per pay _____ or Remaining Balance
ABA/Routing # _____ Account # _____

2. Checking or Savings Amt. per pay _____ or Remaining Balance
ABA/Routing # _____ Account # _____

3. Checking or Savings Amt. per pay _____ or Remaining Balance
ABA/Routing # _____ Account # _____

Employee Signature: _____

Please contact the Payroll Office at extension 2295, 2085, or 4294 if you require any assistance.