

# POMONA COLLEGE DIRECT DEPOSIT AUTHORIZATION AGREEMENT

New \_\_\_\_\_ Change \_\_\_\_\_ Cancel \_\_\_\_\_

**Direct Deposit Bank Information** (secondary account please indicate dollar amount)

| Complete Bank Name | Circle acct. type   | Bank Routing Number | Account Number |
|--------------------|---------------------|---------------------|----------------|
| 1.                 | checking<br>savings |                     |                |
| 2.                 | checking<br>savings |                     |                |
| 3.                 | checking<br>savings |                     |                |

Department(s) to apply direct deposit : Mark account (1) (2) (3) next to each dept. indicated below.

Payroll \_\_\_\_\_ Accounts Payable \_\_\_\_\_

\*\*\*\*\*Please note, for payroll direct deposit there is a prenotification process with the bank before your direct deposit or change in direct deposit can be activated. During the interim period a physical check will be issued. The prenotification process will take approximately one pay period to go into effect.

**Important: You must attach one of the following:**

- a. A voided blank check from the intended checking account or a copy of the check.
- b. A written memo or form from the bank outlining the routing and account numbers.
- c. A bank generated statement stating the routing and account number.

(Deposit tickets are NOT acceptable as backup documentation)

**Employee information**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Pomona college ID number \_\_\_\_\_

Please mark one: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Pomona Student \_\_\_\_\_

This authorization is to remain in full force and in effect until Pomona College has received written notification from the employee of any changes, or until the employee is no longer employed. This is also applicable to non-employee students receiving direct deposits while enrolled students.

For office use only:    copy to Payroll Dept.                      Date: \_\_\_\_\_                      Initials: \_\_\_\_\_  
                                  copy to Accounts Payable Dept.                      Date: \_\_\_\_\_                      Initials: \_\_\_\_\_