

PLEASE ENROLL IN DIRECT DEPOSIT TODAY

Please complete this form and return it to the payroll office

Payroll Direct Deposit Information

Employee/Student ID:	Employee Name:	Effective Date:
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I hereby authorize The Colorado College to automatically deposit my paycheck as indicated below:

**NOTE: If you do not know your routing number please contact your bank they will give it to you.
The routing number is not located on your debit card.**

Financial Institution	Account #	<input type="checkbox"/> Checking <input type="checkbox"/> Saving
Dollar amount or % of Net Pay	Routing # (9 digits)	Name on Account

Please include an e-mail address for the direct deposit slip to be e-mailed:

****NOTE** It may take up to two pay periods before your Direct Deposit becomes Active.**

In the meantime you will receive physical paychecks.

Employee Signature

Date

