



## DIRECT DEPOSIT AUTHORIZATION FORM

EMPLOYEE NAME: \_\_\_\_\_ SSN#: \_\_\_\_\_

***DIRECT DEPOSIT MY PAYROLL CHECK TO:***

BANK NAME: \_\_\_\_\_  
BANK ADDRESS: \_\_\_\_\_  
BANK TELEPHONE: \_\_\_\_\_

***TYPE OF ACCOUNT (PLEASE CHECK ONE):***

\_\_\_\_\_ CHECKING ACCOUNT (Attach a voided check)  
\_\_\_\_\_ SAVINGS ACCOUNT

***BANK ROUTING NUMBER:*** \_\_\_\_\_  
(First 9 numbers in the lower left hand corner of your personal check)

***ACCOUNT NUMBER:*** \_\_\_\_\_

I hereby authorize Lewis University to direct deposit my paycheck to the bank listed above. This includes initiating credit entries and, if necessary, debit entries and adjustments for credit entries made in error to my account. This authorization remains in force until Lewis University receives written notification from me changing this form.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_