



AUTHORIZATION FOR AUTOMATIC DEPOSIT

By signing this document, you are authorizing Goodwin College and Paycom to make deposits from time to time in the account(s) identified below and authorizing the Bank to accept such deposits. It is agreed that these deposits may be made electronically and under the rules of the Automated Clearing House Association (ACHA). This authorization will remain in effect until the written notice of termination has been given to the College. You are responsible for the accuracy of the information provided below; you must inform Human Resources of any changes to your direct deposit accounts. If the account information is incorrect or the deposit is returned to the College or reversed from your accounts for whatever reason, you will be charged a \$25 returned direct deposit fee.

*You must provide your bank's routing number and account number to begin automatic deposit.
You may attach a "voided" check or contact your bank to obtain a spec sheet.*

Direct Deposit Distribution # 1	
Name of Bank: _____	
Type of Account: (please check one) <input type="checkbox"/> Checking (<u>voided check only</u>) <input type="checkbox"/> Savings	
Bank Routing Number (must be 9 numbers): _____	
Account Number: _____	
I wish to deposit: (check one)	<input type="checkbox"/> Specific dollar amount: \$ _____ <input type="checkbox"/> _____ % of my net pay

Direct Deposit Distribution # 2	
Name of Bank: _____	
Type of Account: (please check one) <input type="checkbox"/> Checking (<u>voided check only</u>) <input type="checkbox"/> Savings	
Bank Routing Number (must be 9 numbers): _____	
Account Number: _____	
I wish to deposit: (check one)	<input type="checkbox"/> Specific dollar amount: \$ _____ <input type="checkbox"/> _____ % of my net pay <input type="checkbox"/> Remainder of net pay

Name (please print): _____ Phone Number: _____

Signature: _____ Date: _____

I authorize Goodwin College, Paycom, and bank(s) indicated above to deposit the assigned amount of my pay and or any reimbursements automatically into my savings or checking account(s) each payday. If money to which I am not entitled is deposited into my account, I authorize Goodwin College to direct Paycom to initiate a direct deposit reversal.