

# Berea College

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

### DIRECT DEPOSIT OF PAYROLL CHECKS PROGRAM

Effective January 1<sup>st</sup>, 2010, all employees of Berea College will Receive their pay by direct deposit.

By participating in direct deposit, you can.....

- Eliminate trips or mailing to the bank to deposit paychecks.
- Be assured your pay will be deposited on payday even when you are on vacation or out of town. program?
- Eliminate the danger of lost and stolen checks.

The direct deposit service is available to you no matter where you bank in Kentucky, or, in fact, in the entire country, as long as your bank is a member of the National Automated Clearing House (NACHA). We will deposit your pay, on payday, to any of the 12,000 commercial banks, savings and loan institutions, current bank, and credit unions which are members of the NACHA institution. organization.

Obtaining the benefits of direct deposit service takes only available payroll. two easy steps.  
1. Complete the attached authorization agreement.  
2. Forward the authorization agreement to the Berea College Payroll Office at CPO 2189.

Please contact the Berea College Payroll Office if you have any additional questions, or if you need assistance in enrolling in the program.

### QUESTIONS YOU MAY HAVE ABOUT THE DIRECT DEPOSIT

Can I receive a deposit in a checking, savings or multiple accounts?  
-Yes.

How do I know that a deposit has been made to my account?  
-We will give you an earnings statement on payday to show how much you have earned, a detail of your deductions, and how much has been deposited to your account.  
Your bank will also show the deposit on your monthly statement.

What do I do if I want to change banks or accounts once I am in the

- To change you banks or accounts, you must complete a new Authorization Agreement for Direct Deposit. The change will probably take one pay cycle, during which time you may receive a regular paycheck if your old Account has been closed.  
Mark block "Change in banks or accounts."

What do I do if I want to drop the service?  
- Berea College is requiring that all employees have direct of deposit. If you would like to drop the service from your you must request the service from another financial

When will direct deposit begin if I choose to participate?  
- Normally, your direct deposit will begin on the next

# Berea College

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Employee \_\_\_\_\_ B# \_\_\_\_\_  
Last First Initial

Direct Deposit to: \_\_\_\_\_ Amount to be Deposited (% or \$ amt): \_\_\_\_\_  
(Name of Bank)

Check One or More:  
 "1" New enrollment  
 "C" Checking  
 "2" Change in banks or accounts  
 "S" Savings

I hereby authorize Berea College to deposit my net pay automatically to my account at the financial institution indicated above.

*I also authorize withdrawal transactions from my account in the event of an overpayment or erroneous deposit.*

### For Payroll Manager Use Only

Bank/financial institution transit routing number: \_\_\_\_\_

Employee bank account number: \_\_\_\_\_

\_\_\_\_\_  
Berea College Employee Signature Date

\_\_\_\_\_  
Date

**A voided check MUST be included for each account the employee wants to make deposits into.**