

Employee Direct Deposit Enrollment Form

To be completed by Payroll Manager

Company Code: _____ Employee File Number: _____ Date Entered: _____

Entered By: (Print) _____ (Sign) _____

To enroll in Direct Deposit, simply complete this form and give to the payroll manager. Attach a voided check or deposit statement for each checking account – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. **Please be aware that direct deposit forms will only be accepted if accompanied by a form of identification.**

IMPORTANT! Please read and sign before completing and submitting

I hereby authorize my employer, The Cooper Union to deposit my Net Pay or designated amount of my Payroll Check into my Personal Check and/or Savings Account by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize my Bank to accept and to credit any credit entries indicated by The Cooper Union to my account. In the event that The Cooper Union deposits funds erroneously into my account, I authorize The Cooper Union to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until The Cooper Union has received written notice from me indicating that I wish to terminate this service.

Employee Name: _____ Social Security (Last Four) XXX-XX-____

Employee Signature: _____ Date: _____

Account Information

Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.

1. Bank Name _____

Routing Account #: _____ Account Number: _____

Checking Savings Other I wish to deposit \$ _____ or Entire Net Amount

2. Bank Name _____

Routing Account #: _____ Account Number: _____

Checking Savings Other I wish to deposit \$ _____ or Entire Net Amount

3. Bank Name _____

Routing Account #: _____ Account Number: _____

Checking Savings Other I wish to deposit \$ _____ or Entire Net Amount