



## Direct Deposit Authorization

**This form is used to set up, make changes or cancel direct deposit information.**

*A separate form must be completed for each direct deposit distribution.*

Select one:  New setup     Change     Cancellation

Select one:  Checking     Savings

Select one:  Net check     Partial amount -- please specify amount \$ \_\_\_\_\_

**Bank/Institution Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

Routing Number:

Account Number:

**Employee's Name:** \_\_\_\_\_ **Employee's I.D.:** \_\_\_\_\_

Employment Classification:     ADM     BD MEM     CHD     CLS     FAC     STM     STU

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I hereby authorize Palomar College to deposit my net pay or a fixed amount each payday directly to my financial institution account as indicated. This authorization will remain in effect until Palomar College receives written notification from me to change or terminate. I further authorize the reversal of deposits made to my account in error.**

Attach here a void check for checking, or a deposit slip for savings.