

Direct Deposit changes need to be done in-person in the Payroll Office with proof of identification.

For Office Use Only:  
ID Verified \_\_\_\_\_



## 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.