

**KIRTLAND COMMUNITY COLLEGE**  
**DIRECT DEPOSIT AUTHORIZATION**

With direct deposit, your pay is electronically deposited into your account(s) on payday. Whether you are on vacation, sick, or traveling on business, your pay is automatically deposited and available for your use. You may designate multiple banks and/or accounts for deposit of your funds.

Name: \_\_\_\_\_ Employee ID Number \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby authorize Kirtland Community College to direct deposit my net bi-weekly pay into my account(s) at the financial institution(s) listed below until further notice. I further hold Kirtland Community College harmless for any claims or actions arising from such deduction. **Please list your deposits in order of priority.**

1. Name of Financial Institution: \_\_\_\_\_

Checking Account                       Savings Account

Bank Routing Number (9 digits): \_\_\_\_\_ Account Number: \_\_\_\_\_

\$ \_\_\_\_\_ **OR**  % of pay \_\_\_\_\_ **OR**  Entire pay

2. Name of Financial Institution: \_\_\_\_\_

Checking Account                       Savings Account

Bank Routing Number (9 digits): \_\_\_\_\_ Account Number: \_\_\_\_\_

\$ \_\_\_\_\_ **OR**  % of pay \_\_\_\_\_ **OR**  Remainder of pay

3. Name of Financial Institution: \_\_\_\_\_

Checking Account                       Savings Account

Bank Routing Number (9 digits): \_\_\_\_\_ Account Number: \_\_\_\_\_

\$ \_\_\_\_\_ **OR**  % of pay \_\_\_\_\_ **OR**  Remainder of pay

4. Name of Financial Institution: \_\_\_\_\_

Checking Account                       Savings Account

Bank Routing Number (9 digits): \_\_\_\_\_ Account Number: \_\_\_\_\_

\$ \_\_\_\_\_ **OR**  % of pay \_\_\_\_\_ **OR**  Remainder of pay

5. Name of Financial Institution: \_\_\_\_\_

Checking Account                       Savings Account

Bank Routing Number (9 digits): \_\_\_\_\_ Account Number: \_\_\_\_\_

\$ \_\_\_\_\_    **OR**     % of pay \_\_\_\_\_    **OR**     Remainder of pay

**\*\*Note: A pre-note with the banking institution(s) is required before the first deposit can be made. As a result, the first pay following receipt of your authorization for direct deposit will be a paper check. All future changes will again require a pre-note and a paper check will be issued. If you have any questions, please call the Payroll Department at 275-5000, Ext. 244.**

Your Name	CK NO 999
Your Address	Date: _____
Your City	
Pay to the	
Order of: _____	\$ _____
<b>VOID</b>	
_____ DOLLARS	
Your Bank Name	
Bank Address	
MEMO _____	_____
:1 2 3 4 5 6 7 8 9 : 0 0 0 5 4 3 2 1   999	

9 Digit Routing #

Account #

Check #

For Office Use Only
Prenote Date _____
Effective Paydate _____