

Direct Deposit Authorization

DIRECT DEPOSIT MEMORANDUM

TO: New Employee

FROM: Business Office & HR Office

RE: Direct Deposit of Paycheck

Our current payroll service allows for direct deposit of your payroll. Please fill out the attached form if you wish to have your check directly deposited into your checking, savings or both. If you do not wish to sign up for direct deposit now, you may sign up at a later date.

For most financial institutions, your funds will be available to you on payday. Some credit unions, smaller banks or mutual fund accounts may take an extra day to have your funds available. **If you must have your funds available on payday and you are not having your funds sent to a major bank or savings & loan, please check with your financial institution on when your funds will be available.**

It will take **up to two pay periods** for your direct deposit to take effect. For those pay periods you will receive a regular, paper paycheck. Please complete the attached form and return to the Business Office or HR Office if you wish to have direct deposit for your paychecks.

Direct Deposit Authorization

To: Church Divinity School of the Pacific
 From: Business Office & HR Office
 RE: Direct Deposit of Paycheck

A full or partial deposit of your wages may be made to up to three checking or savings accounts at up to three different banks or credit unions. You may specify the amount to be deposited or specify that the balance remaining after previous deposits be directed to any account.

For Account #1, select the account type and specify the dollar amount or check the box indicating that you want the total amount deposited to that account. For the remaining accounts, select the account type and specify the dollar amount or select the check box indicating that you want the remaining balance deposited to that account.

NOTE: When filling in the "9 Digit Routing Number" and "Account Number" information, please *be sure to verify them* with your bank or credit union before submitting this form.

Account #1	Select Account Type:	<input type="checkbox"/> Checking (<i>attach voided check</i>)	<input type="checkbox"/> Savings
Bank Name:			
Bank Address:		City:	Phone:
9 Digit Routing Number:		Account Number:	
Requested amount per pay period for this account:		\$	<input type="checkbox"/> Remaining balance

Account #2	Select Account Type:	<input type="checkbox"/> Checking (<i>attach voided check</i>)	<input type="checkbox"/> Savings
Bank Name:			
Bank Address:		City:	Phone:
9 Digit Routing Number:		Account Number:	
Requested amount per pay period for this account:		\$	<input type="checkbox"/> Remaining balance

Account #3	Select Account Type:	<input type="checkbox"/> Checking (<i>attach voided check</i>)	<input type="checkbox"/> Savings
Bank Name:			
Bank Address:		City:	Phone:
9 Digit Routing Number:		Account Number:	
Requested amount per pay period for this account:		\$	<input type="checkbox"/> Remaining balance

I hereby authorize Church Divinity School of the Pacific (CDSP) to deposit my paycheck as specified above. This authorization shall be effective as quickly as CDSP and the designated bank(s) or credit union(s) can act upon it. This authorization is to remain in effect until I notify CDSP in writing to terminate this authorization or replace it with a substitute authorization and CDSP and the designated bank(s) or credit union(s) have sufficient time to act on it. I understand that CDSP may cancel this agreement upon notice to me, and that, at the discretion of CDSP, this authorization may not apply to payment due at termination of employment.

Signature

Date

Print Name