

Direct Deposit is a Condition of Employment at Western Iowa Tech Community College

Please contact Human Resources if you have questions at
(712) 274-6400 extension 1405

Direct Deposit Authorization Form

I hereby authorize Western Iowa Tech Community College to initiate a credit and/or debit entry to my bank account for direct deposit of my payroll check each payroll period.

This agreement is to remain in effect until written notification to terminate is given by me or until such time as I am no longer employed by WITCC.

A voided check is attached to this form, indicating which account(s) that should be affected by the transaction.

Employee Signature

Date

Employee Name (print)

Social Security Number

Return this form with a voided check to the Human Resources Department.

FOR NON-CHECKING ACCOUNTS, PLEASE PROVIDE

Name on Account _____

Account Number _____

Bank Name and Address _____

Bank Routing Number _____ (9 digits)

Checking _____ or Savings _____

This (replaces) (in addition to) a previous Direct Deposit Authorization, in which I requested (my payroll check) (\$ _____) be deposited at (financial institution) _____.

Attach
Voided
Check Here.