



Payroll Direct Deposit Authorization

Employee Name _____ Employee/Student ID Number _____

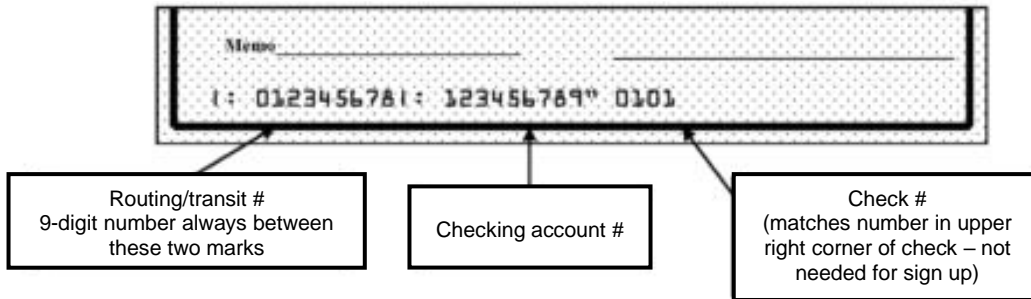
Instructions:

- Complete bank and account information for each account
- Attach a voided check/account documentation for checking account or voided deposit slip for savings account*.
- Select only one account to receive the available balance.

ACCOUNT 1	<input type="checkbox"/> New	<input type="checkbox"/> Cancel	<input type="checkbox"/> Change
Routing/Transit Number (9 digits) <i>Does NOT begin with a "5"</i>		Bank Name	
Check one: <input type="checkbox"/> Checking		Account Number	<input type="checkbox"/> Available balance
<input type="checkbox"/> Savings		OR Flat \$ Amount	

ACCOUNT 2	<input type="checkbox"/> New	<input type="checkbox"/> Cancel	<input type="checkbox"/> Change
Routing/Transit Number (9 digits) <i>Does NOT begin with a "5"</i>		Bank Name	
Check one: <input type="checkbox"/> Checking		Account Number	<input type="checkbox"/> Available balance
<input type="checkbox"/> Savings		OR Flat \$ Amount	

Sample Check:



- *If voided check/account documentation is not provided, a pre-note (zero dollar test transaction sent to the bank to verify validity of account information) will be performed. You will receive a LIVE check for up to two pay periods. Live checks are available on or after the pay date in the finance office, LEC building, Room 276. Once account information is verified, your direct deposit will start the following pay period.

Authorization: I hereby authorize Mitchell Hamline School of Law and the financial institution(s) listed above to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries made in error.

This authorization form revokes all prior authorizations and shall remain in effect until Mitchell Hamline receives either a new authorization form from me or written notice to cancel my direct deposit.

Employee Signature _____

Date _____

Pay statements are available electronically via employee self-service (ESS). Please contact hr@mitchellhamline.edu for access to ESS.