



OFFICE OF STUDENT EMPLOYMENT

**DIRECT DEPOSIT AUTHORIZATION FORM**

To authorize direct deposit of your pay, please:

1. Read and sign the authorization statement below.
2. Complete all required information.
3. Attach a voided check which provides the bank routing and account number or an authorization on bank letterhead that contains this information.

**Authorization Statement**

*I hereby authorize Utica College to deposit my payroll/work-study earnings directly into my bank account specified below and to obtain the return of any payroll amount erroneously credited to that account. I understand that processing of this request may require up to two pay periods from the receipt of this authorization and that this authorization will continue for the duration of my employment or until the*

*Student Employment Office receives a request for cancellation with my signature. I further understand that I will be able to access an account of my earnings on BannerWeb at <http://www.utica.edu> showing what I have earned for each pay period. **We do not print direct deposit paystubs.** In order to have it sent to your UC email electronically, after you hand in your paperwork please go to [www.utica.edu/finance/hr/directdeposit.cfm](http://www.utica.edu/finance/hr/directdeposit.cfm) and follow directions to set up a password for viewing your paystub.*

*Utica College is not responsible for bank errors or delays by the bank  
in crediting individual accounts.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The Following Information Must Be Provided In Full  
(PLEASE PRINT CLEARLY)**

NAME: \_\_\_\_\_

(First)

(MI)

(Last)

BANNER STUDENT ID NUMBER: \_\_\_\_\_

TYPE OF ACCOUNT (**PLEASE CIRCLE ONE**):

CHECKING

SAVINGS

PLEASE RETURN THIS FORM TO:  
OFFICE OF STUDENT EMPLOYMENT  
ROOM 250 WHITE HALL