



MORAVIAN COLLEGE

Employee Direct Deposit Enrollment Form

_____ New _____ Change _____ Revoke

To enroll in Direct Deposit, fill out this form and give it to the Payroll Department along with a voided check or a document from your bank which contains your account number and Transit Routing Number for each checking account – not a deposit slip. If depositing to a savings account, ask your bank for the Transit Routing Number for your account. It isn't always the same as the number on a savings deposit slip.

IMPORTANT! Please read and sign before submitting.

I hereby authorize Moravian College to deposit any amounts owed to me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to credit any credit entries indicated by Moravian College to my account. In the event that Moravian College deposits funds erroneously into my account, I authorize Moravian College to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Moravian College has received written notice from me of a change or termination.

Employee Name (PRINT): _____ Date: _____

Employee Signature: _____

Account Information

Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.

1. Bank Name/City/State _____

Transit Routing # (9digits) _____ Account Number: _____

_____ Checking _____ Savings Deposit: \$ _____ or Entire Net Amount _____

2. Bank Name/City/State _____

Transit Routing # (9digits) _____ Account Number: _____

_____ Checking _____ Savings Deposit: \$ _____ or _____ % of Gross Pay

3. Bank Name/City/State _____

Transit Routing # (9digits) _____ Account Number: _____

_____ Checking _____ Savings Deposit: \$ _____ or _____ % of Gross Pay