

**SWARTHMORE COLLEGE**  
**DIRECT DEPOSIT AUTHORIZATION AGREEMENT**

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I hereby authorize Swarthmore College to initiate payroll credit entries, credit entries (and, if necessary, debit entries or adjustment for any entries in error) to my account(s) at the financial institution(s) indicated below. This authorization is to remain in full effect until the Payroll Office and Business Office of Swarthmore College has received written termination notice from me in such manner as to afford the College a reasonable time to act on it (at least two weeks before my next regular payday).

TYPE OF REQUEST:             SET UP Direct Deposit (Complete Account information below)  
                                   CHANGE Direct Deposit (Complete Account information below)  
                                   TERMINATE Direct Deposit  
                                   DECLINE Direct Deposit of Expense Checks

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**FIRST ACCOUNT**

I want ALL of my paycheck and/or expense checks deposited to the First Account, OR  
 I want \$ \_\_\_\_\_ from each paycheck deposited to this First Account, and the BALANCE and/or expense checks deposited to the Second Account.

NAME(S) ON ACCOUNT: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

TYPE OF ACCOUNT:         Checking            (Attach voided check to this form)  
                                   Savings             (Attach savings deposit slip to this form)

NAME OF BANK/CREDIT UNION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BANK ROUTING TRANSIT NUMBER: \_\_\_\_ \_

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**SECOND ACCOUNT**

NAME(S) ON ACCOUNT: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

TYPE OF ACCOUNT:         Checking            (Attach voided check to this form)  
                                   Savings             (Attach savings deposit slip to this form)

NAME OF BANK/CREDIT UNION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BANK ROUTING TRANSIT NUMBER: \_\_\_\_ \_

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NAME: (print) \_\_\_\_\_ CAMPUS PHONE \_\_\_\_\_

Banner ID # \_\_\_\_\_ PAY SCHEDULE:  Monthly  Bi-Weekly

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_