

PAYROLL DISBURSEMENT AUTHORIZATION
Randolph College

Direct Deposit Election: I elect to have payments deposited directly.

New Direct Deposit Change in Direct Deposit

I hereby authorize Randolph College to initiate credit entries directly to a

Checking account Savings account

I understand that the amount deposited will be the net pay amount from each payday. I understand and acknowledge that origination of ACH transactions to my account must comply with the provisions of the U.S. government.

Name (Print)

Check this box, if you authorize HR to share your banking information with Randolph's Accounts Payable for other reimbursements.

Signature

Date

Attach a VOIDED CHECK here or documentation from the financial institution showing the routing number and account number.

Paper Check Election: I elect to receive payment in the form of a paper check.

Mail check

Name (Print)

Signature

Date

Send completed form to the Human Resources department. If you wish your pay to go to several different accounts, complete a separate form for each one.