BARD COLLEGE PAYROLL OFFICE

Student Direct Deposit Authorization Form
MUST BE A U.S. BANK ACCOUNT

For Checking Attach a Voided Check   Savings Account - See below

You must provide us with something from the financial institution (check, printout from the bank etc.)
that verifies the bank routing and account numbers. Incomplete forms will be returned.

I HEREBY AUTHORIZE BARD COLLEGE AND THE FINANCIAL INSTITUTION SHOWN TO DEPOSIT MY NET
PAY DIRECTLY TO MY ACCOUNT EACH PAY DAY AND TO INITIATE, IF NECESSARY, DEBIT ENTRIES AND
ADJUSTMENTS FOR ANY BARD COLLEGE PAYROLL DEPOSIT ENTRIES MADE IN ERROR TO MY ACCOUNT.
THIS AUTHORITY WILL REMAIN IN EFFECT UNTIL I FILE A NEW AUTHORIZATION FORM OR MY EMPLOYMENT IS
TERMINATED WITH THE COLLEGE.

Please note: The transit number for your bank is not usually on the savings account deposit slip.
Please check with your financial institution to insure that you have the correct number.

CHECK THE APPROPRIATE BOX:

☐ NEW SET UP   ☐ CHANGE INFORMATION   ☐ CANCEL DIRECT DEPOSIT

STUDENT INFORMATION AND AUTHORIZATION

STUDENT NAME:

STUDENT ID NUMBER:

DATE:

STUDENT SIGNATURE:

Distribution of Pay

FINANCIAL INSTITUTION:

Transit (ABA) # (the 9 digits at the bottom of your ck):

ACCOUNT TYPE (CHECKING OR SAVINGS):

ACCOUNT #:

(Transit/ABA = Routing Number)

Attach voided check below.