

Bard College Direct Deposit Authorization Form



CHECKING ACCOUNT – attach a voided check

SAVINGS ACCOUNT – see below

You must provide a document from your financial institution (check, printout from bank, etc.) verifying the bank routing and account numbers. **Incomplete forms will be returned.**

I HEREBY AUTHORIZE BARD COLLEGE AND THE FINANCIAL INSTITUTION(S) SHOWN TO DEPOSIT MY NET PAY DIRECTLY TO MY ACCOUNT(S) 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(S). THIS AUTHORITY WILL REMAIN IN EFFECT UNTIL I FILE A NEW AUTHORIZATION FORM OR MY EMPLOYMENT IS TERMINATED WITH THE COLLEGE.

Check the appropriate box: New Set-up Change Information Cancel Direct Deposit

EMPLOYEE INFORMATION AND AUTHORIZATION	
Employee Name:	Date:
Bard ID Number:	Contact Telephone Number:
Employee Signature:	Contact Email:

Distribution #1	
_____ % OR \$ _____ (of net distribution)	
Name of Financial Institution:	Account Type (Checking/Savings)
Routing Number (9 digit code at the bottom of your checks)	Account Number:
Distribution #2	
_____ % OR \$ _____ (of net distribution)	
Name of Financial Institution:	Account Type (Checking/Savings)
Routing Number (9 digit code at the bottom of your checks)	Account Number:
Distribution #3	
Remainder of Pay	
Name of Financial Institution:	Account Type (Checking/Savings)
Routing Number (9 digit code at the bottom of your checks)	Account Number: