

To enroll in Direct Deposit, simply fill out this form and give it to the Payroll Office or Human Resources. Attach a voided check, not a deposit slip to the form. If you will be depositing to a savings account, please ask your bank/credit union for the correct routing number. It may not be the same as the number on your deposit slip, so please confirm the routing number with your financial institution in order to avoid delays with your direct deposit.



Important! Please read and sign before completing and submitting

I hereby authorize Cambridge College, either directly, or through its payroll service provider, to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (herein :“Bank”) indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Cambridge College, either directly or through its payroll service provider to my account. In the event that Cambridge College deposits funds erroneously into my account, I authorize Cambridge College either directly or through its service provider, 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 Cambridge College and Bank have received written notice from me of its termination in such time and in such manner as to afford Cambridge College and Bank reasonable opportunity to act on it.

Employee Name: _____

Employee Signature: _____ Date: _____

Account Information

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

1. Bank Name/City/State _____

Routing # _____ Account Number: _____

Checking _____ Savings _____ I wish to deposit \$ _____ or Entire Net Amount _____

2. Bank Name/City/State _____

Routing # _____ Account Number: _____

Checking _____ Savings _____ I wish to deposit \$ _____ or Entire Net Amount _____

3. Bank Name/City/State _____

Routing # _____ Account Number: _____

Checking _____ Savings _____ I wish to deposit \$ _____ or Entire Net Amount _____