

Employee Signature

DIRECT DEPOSIT AUTHORIZATION

Please complete the form below and e-mail to the Payroll Office at Payroll@polk.edu. If you need further information, contact Payroll at 863-292-3715 (or extension 5205).

	Authorization A	agreement for Automa	tic Deposi	ts		
I,Employee Na		_authorize Polk State Co	ollege to au	utomatically	credit n	ıy:
Financial Institution	Routing Number	Account Number	Checkin/ Savings	Amount or F	Percent	Finance ACH
I understand that this auth this service, allowing the the credit amount are nec	College reasonable ti	me to act on my notifica	ation. I also	understand	that if	
Employee name					Employee	PID numbe

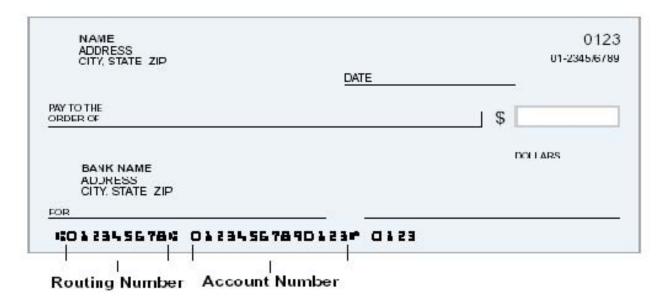
Instructions for completing the Direct Deposit Authorization

This form allows you to have your pay electronically deposited to the bank account(s) of your choice. It will also allow you to make a selection of one account to have any other reimbursements from PSC (travel, supplies, education, etc.) deposited. If you have any questions while completing this form, please feel free to contact the payroll department at 292-3715 (or extension 5205).

Financial Institution – Enter the name of your bank, credit union or other institution where your account is held.

Routing Number – Enter the routing number of the institution/account you are wishing to have the deposit made. The routing number is the first 9 digits at the bottom of your check. See example below.

Account number – Enter the number of the account you wish to have the funds deposited to. This is normally



to the right of the routing number. See example below.

Checking/Savings – Please indicate if the account is a checking or savings account. C = Checking and S = Savings.

Amount or Percent – If you are depositing to multiple accounts, please enter the specific amounts or percentage of total for the distribution of your pay. Percentage column must equal 100%. If you only have one account, the percent would be 100%.

Finance ACH Field – If you have more than one account, please check which account you want to have any reimbursements to be deposited to. If you only have one account, this will default to that account.