

Southwestern College Direct Deposit Authorization

Employee Name: _____

Mailing Address: (Street, City, State, Zip Code) _____

- New Account
 Add Another Account
 Change Existing Account
 Stop Direct Deposit Date: _____

Signature _____

Primary Account [<input type="checkbox"/>]	Second Account [<input type="checkbox"/>]
Bank Name _____	Bank Name _____
Bank Routing Number _____	Bank Routing Number _____
Bank Account Number _____	Bank Account Number _____
[<input type="checkbox"/>] Checking [<input type="checkbox"/>] Savings	[<input type="checkbox"/>] Checking [<input type="checkbox"/>] Savings
% or Amt	% or Amt
If funds are "left over" after deposits to other accounts, the balance will be deposited to the "primary account"	
Third Account [<input type="checkbox"/>]	Fourth Account [<input type="checkbox"/>]
Bank Name _____	Bank Name _____
Bank Routing Number _____	Bank Routing Number _____
Bank Account Number _____	Bank Account Number _____
[<input type="checkbox"/>] Checking [<input type="checkbox"/>] Savings	[<input type="checkbox"/>] Checking [<input type="checkbox"/>] Savings
% or Amt	% or Amt
If funds are "left over" after deposits to other accounts, the balance will be deposited to the "primary account"	

I authorize Paycom and/or the bank listed above to deposit my net pay as indicated above into my account(s) each pay period.

If funds to which I am not entitled are deposited to my account in error, I authorize Paycom and/or my bank to return said funds to Southwestern College.

I understand that my deposit may not be credited to my account until 5:00 pm on the Pay Date.

Allow at least one pay period for Direct Deposit to become effective.

Signature _____

Date _____

Attach 'VOID' check(s) here for each Checking Account
Attach 'VOID' deposit slip(s) for Savings Accounts

Please note, some deposit slips do not work for direct deposit, it will indicate this on the deposit slip above the "routing number".

For office use only:

[] Paycom