

FORT LEWIS COLLEGE

Payroll Direct Deposit Authorization Form

(Please Type or Print)	
Fort Lewis College ID # _____	Employee Name (Last Name, First Name) _____
Department _____	() - _____ Contact Phone #
Circle One (Required)	
Faculty/Staff Student/Non Student	

Direct Deposit is a condition of employment at Fort Lewis College

To view or print your deposit stub, login to <https://webopus.fortlewis.edu>. Access is also available from the college home page.

NOTE: Requests must allow sufficient time for processing and may not be effective for your next pay date. Late requests may result in a check being issued (for new employee) or deposit to an already established account (for continuing employee). We suggest leaving your old account open until deposit to your new account has occurred. The authorization form will not be processed if any information has been omitted.

Complete the account designation boxes including routing and account numbers, and attach the following required documentation:

- **Checking Account:** Attach a voided check or documentation from financial institution.
- **Savings Account:** Attach documentation from financial institution.

ACTION TYPE

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------|
| <input type="checkbox"/> New Employee Set-Up | Accounts Payable | Payroll |
| <input type="checkbox"/> Continuing Employee Change (i.e. change account #, change financial institution, change percentage of net pay or \$ amounts) | | |
| <input type="checkbox"/> Cancel Direct Deposit (must follow-up by submitting a replacement form) | | |

IMPORTANT: Enter all financial institutions to which you are depositing funds, and attach documentation for all accounts, even if only one is changing. Enter the lowest % or \$ amount first and the highest % or \$ amount last. This form overrides (replaces) all prior designations.

Account #1	<div style="border: 1px solid black; padding: 5px;">Account Type: <input type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Money Market <div style="display: flex; justify-content: space-around; font-size: small;"><div>(Attach voided check)</div><div>(Attach financial institution documentation)</div><div>(Attach financial institution documentation)</div></div></div> <div style="margin-top: 5px;">Bank Name: _____</div> <div style="margin-top: 5px;">Bank Address: _____</div> <div style="margin-top: 5px;">Routing# (9 digits) _____ Account # _____</div> <div style="margin-top: 5px;">Requested amount for this account: (select one)</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div><input type="radio"/> % Net Pay: _____</div><div><input type="radio"/> Specific \$ Amount: _____</div><div><input type="radio"/> Entire Balance</div></div>
Account #2	<div style="border: 1px solid black; padding: 5px;">Account Type: <input type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Money Market <div style="display: flex; justify-content: space-around; font-size: small;"><div>(Attach voided check)</div><div>(Attach financial institution documentation)</div><div>(Attach financial institution documentation)</div></div></div> <div style="margin-top: 5px;">Bank Name: _____</div> <div style="margin-top: 5px;">Bank Address: _____</div> <div style="margin-top: 5px;">Routing# (9 digits) _____ Account # _____</div> <div style="margin-top: 5px;">Requested amount for this account: (select one)</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div><input type="radio"/> % Net Pay: _____</div><div><input type="radio"/> Specific \$ Amount: _____</div><div><input type="radio"/> Entire Balance</div></div>
Account #3	<div style="border: 1px solid black; padding: 5px;">Account Type: <input type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Money Market <div style="display: flex; justify-content: space-around; font-size: small;"><div>(Attach voided check)</div><div>(Attach financial institution documentation)</div><div>(Attach financial institution documentation)</div></div></div> <div style="margin-top: 5px;">Bank Name: _____</div> <div style="margin-top: 5px;">Bank Address: _____</div> <div style="margin-top: 5px;">Routing# (9 digits) _____ Account # _____</div> <div style="margin-top: 5px;">Requested amount for this account: (select one)</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div><input type="radio"/> % Net Pay: _____</div><div><input type="radio"/> Specific \$ Amount: _____</div><div><input type="radio"/> Entire Balance</div></div>

Authorization Agreement: I certify I have the authority to execute this authorization. I hereby authorize Fort Lewis College to initiate, change or cancel EFT credit entries (deposits), and if necessary to reverse any incorrect EFT payments made in error to the bank account indicated above. In the event a "reversal" can not be implemented, I understand Fort Lewis College will utilize any other lawful means to recover the deposited funds which the payee was not entitled. This authorization is to remain in force until Fort Lewis College has received written notification from me of its termination or change.

Employee Signature: _____ Date: _____

Upload completed form with bank back up to FLC secure website <http://www.fortlewis.edu/hrupload>

DO NOT FAX

Entered By: _____	Date: _____	Revised: 06/10/20
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