

Cornell College Paycheck Authorization Form

Direct Deposit

Cornell College provides electronic direct deposit service of month-end payroll to most banks throughout the United States. The funds are deposited into personal checking and savings accounts and are available on the day of check disbursement (the last working day of the month).

Name: _____
(Please print)

Account Type: ___ Checking ___ Savings Amount: \$ _____ or Entire Check

Bank: _____

Account #: _____ Bank Routing #: _____

Account Type #2: ___ Checking ___ Savings *Must be remaining amount of paycheck

Bank: _____

Account #: _____ Bank Routing #: _____

**You must attach voided check(s) for each account.*

Signature

Date

(If you elected direct deposit, you do not need to complete this section)

Paycheck Mailing Authorization

I, _____ (please print full name), voluntarily authorize Cornell College to forward my paycheck by mail in the case of my absence from work. I understand that without such written authorization, Cornell College may no longer forward my paycheck by mail. I further understand that this authorization may be revoked at any time with written notice to Cornell College.

Signature _____ Date _____

Address _____

City _____ State _____ Zip _____