

CONCORDIA COLLEGE
MOORHEAD MINNESOTA

Payroll Direct Deposit Authorization Form

Complete and return to the **Office of Human Resources and Payroll**

I authorize Concordia College and the financial institution(s) named below to automatically deposit my net pay to my account(s). This includes my authorization to reverse any entries made in error. This authorization will remain in effect until either I or my financial institution gives written notice to the Payroll Department to cancel or change my direct deposit. **Please allow one payroll period for activation.**

Full Legal Name

Concordia ID Number

Signature

Date / /

Primary Bank Information: This account will be used for *the entire net paycheck left after deposits to secondary bank accounts.*

Add Account Change Account

Bank Name

Account Type Checking Savings

Routing Number

Account Number

Yes No I have authorized my U.S. bank to forward my entire deposit to a bank outside the U.S.

Secondary Banks Information: Bank One Add Account Change Account

Bank Name

Account Type Checking Savings

Routing Number

Account Number

Deposit Amount Dollar Amount \$

Percentage of Net %

Secondary Bank Information: Bank Two Add Account Change Account

Bank Name

Account Type Checking Savings

Routing Number

Account Number

Deposit Amount Dollar Amount \$

Percentage of Net %

Return completed information to the Office of Human Resources and Payroll. You may contact us at 299-3339 if you have questions or need assistance in completing the form.

Updated 3/2012