

Wheaton College

DIRECT DEPOSIT AUTHORIZATION FORM

I hereby authorize Wheaton College to make payment to me for; work performed, reimbursements and/or loan refunds by initiating credit entries to my bank(s) and account(s), as indicated below. In addition, I also authorize Wheaton College to initiate debit entries to my bank and accounts in the following circumstance and/or conditions.

1. The debit entry is initiated for the purpose of correcting an erroneous credit previously initiated to my account;
2. Prior to the time the correcting entry is initiated, Wheaton College has sent or delivered to me written notification of such correction and the reason.

Wheaton College will credit up to three different bank accounts, but the final credit will be for the remainder of the check. If you change the status of any of your accounts, you must immediately notify the Payroll Office in writing. Complete the required information below and send the Authorization form along with an original voided personal check or a Bank direct deposit request signed by your bank representative to Payroll Services, Park Hall.

NAME	WHEATON ID:
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DIRECT DEPOSIT ACCOUNT #1				
BANK NAME				
BANK TRANSIT NO.		ACCOUNT NO.		
TYPE OF ACCOUNT:	CHECKING	AMOUNT	PERCENT	ENTIRE CHECK
	SAVINGS			

DIRECT DEPOSIT ACCOUNT #2				
BANK NAME				
BANK TRANSIT NO.		ACCOUNT NO.		
TYPE OF ACCOUNT:	CHECKING	AMOUNT	PERCENT	ENTIRE CHECK
	SAVINGS			

DIRECT DEPOSIT ACCOUNT #3				
BANK NAME				
BANK TRANSIT NO.		ACCOUNT NO.		
TYPE OF ACCOUNT:	CHECKING	AMOUNT	PERCENT	ENTIRE CHECK
	SAVINGS			

I authorize and request the bank(s) to accept any credit or correcting debit entries initiated by Wheaton College without responsibility for the correctness.

Date _____ Signature _____