

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 circumstances 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 Finance Customer Service, Park Hall (located on 2nd floor).

Name: _____	Wheaton ID: W _____	Yr of Grad: _____
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Direct Deposit Account#1:

Bank Name: _____				
Bank Routing No: _____		Acct No#: _____		
Type of Acct: <input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount: [_____]	Percentage [____]	Entire Chk [____]

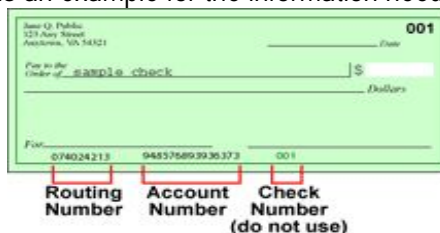
Direct Deposit Account#2:

Bank Name: _____				
Bank Routing No: _____		Acct No#: _____		
Type of Acct: <input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount: [_____]	Percentage [____]	Entire Chk [____]

Direct Deposit Account#3:

Bank Name: _____				
Bank Routing No: _____		Acct No#: _____		
Type of Acct: <input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount: [_____]	Percentage [____]	Entire Chk [____]

Please use check sample below as an example for the information needed to process your Direct Deposit



Routing Number and Account Number information can also be found by logging on to your banking website if you don't have checks

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: _____