

SF SANTA FE COLLEGE

Direct Deposit Authorization

Please Type or Print Clearly

Santa Fe College Identification Number											
Payee Last Name				First Name				M.I.			
Payee Home Mailing Address (Number, Street)											
City											
State						Zip Code					
Home Telephone ()						Work Telephone ()					
Direct Deposit (Check Only One)						Start			_____		
						Change			_____		
						Stop			_____		

PRIMARY ACCOUNT											
Account Type (Check Only One)						Checking			_____		
						Savings			_____		
Non Payroll Electronic Funds Transferred (EFT)						<input type="checkbox"/> Yes			<input type="checkbox"/> No		
Your Account Number – Start at left, leave unused spaces blank											
ABA Transit Routing Number of Your Financial Institution for Direct Deposit Purposes											
Name of Your Financial Institution											
Telephone Number of Financial Institution											

SECONDARY ACCOUNT											
Account Type (Check Only One)						Checking <input type="checkbox"/>			Savings <input type="checkbox"/>		
						_____ %			\$ _____		
% to be deposited or \$ Amt to be deposited						<input type="checkbox"/> Yes			<input type="checkbox"/> No		
Non Payroll Electronic Funds Transferred (EFT)											
Your Account Number – Start at left, leave unused spaces blank											
ABA Transit Routing Number of Your Financial Institution for Direct Deposit Purposes											
Name of Your Financial Institution											
Telephone Number of Financial Institution											

**PLEASE READ –
DIRECT DEPOSIT INFORMATION**

For a Start or Change all boxes must be completed; do not leave information blank! This form will start, change or stop direct deposit for all wage /non-wage payments received by you from Santa Fe College.

Direct Deposit Action Requested:

1. Check **Start** if you currently don't have direct deposit and wish to start.
2. Check **Change** if you currently have direct deposit and wish to change your financial institution or your account number or type (Checking or Savings). Your current direct deposit is stopped when a change request is received.
3. Check **Stop** if you wish to stop your direct deposit. Stops are processed the day they are received. Please note: an Alternate Wage Payment Authorization Form must be filled out if you are continuing employment.

Account Number: Please make sure the account number on this form is correct. If you are not sure, PLEASE CONTACT YOUR FINANCIAL INSTITUTION.

ABA Transit Routing Number: This is the nine-digit number that identifies your financial institution (Bank, Savings and Loan or Credit Union). It is found in the bottom left-hand corner of your personal check.

Non Payroll: Electronic Funds Transferred (EFT) will be direct deposited for any personal reimbursements paid to you outside of payroll. Please select which account you'd like your EFT to be deposited to.

AGREEMENT

I hereby authorize and request Santa Fe College to initiate credit entries, and if necessary, a debit entry reversing a credit entry made in error, to my account at the financial institution named. The direct deposit is to remain in effect until withdrawn by: (a) me in writing with sufficient notice to Santa Fe College to allow adequate time to effect termination; (b) my death or legal incapacity; (c) the financial institution or (d) Santa Fe College. It will purge upon final wage payment for permanent separation from employment at Santa Fe College.

Special Note: Please make sure your direct deposit has stopped before closing your account. Otherwise, the funds will be returned to Santa Fe College and cause a seven to ten day delay before you receive your wage payment.

Attach a voided personal check for verification.

If using a savings account, please verify account information with your financial institution.

Forms with direct deposit slips will be rejected; the banking codes are not correct.

Signature of Payee or Legal Representative	Date
This Form Must Be Signed and Dated by Payee Signature above signifies acceptance of the terms and conditions in AGREEMENT above.	

For Payroll Use Only	
Keyed	
Date	
Verified	
Date	