

Student Name: _____ ID Number: _____

Lees-McRae College strongly encourages direct deposit for all student employees. Direct deposit allows convenient and reliable access to your earnings and eliminates any problems associated with lost/stolen checks or checks issued when classes are not in session. It is your responsibility to verify with your financial institution that your direct deposit was credited to your account on your pay date. Your pay stub will be available in a printable electronic format on WebAdvisor.

***** YOU MUST ATTACH A VOIDED CHECK OR ACCOUNT VERIFICATION FROM YOUR BANK*****

Bank Name: _____

Bank Routing (ABA) #: _____ Account #: _____

Account Type: Checking Savings

I have attached a voided check or an account verification letter from my bank to this request and hereby authorize Lees-McRae College to directly deposit my payroll check into the specified account. If any of the above information changes, I will promptly complete a new agreement. This authorization is valid for the entire period during which I am enrolled at Lees-McRae College. It is further understood that any party to this agreement may cancel the contract in writing at any time, at their own discretion. This agreement replaces any other direct deposit agreement made with Lees-McRae College on a prior date.

OR

I choose to opt out of the recommended Direct Deposit option offered by Lees-McRae College. I understand that if I opt to receive a paper check, my check will be placed in my campus post office box.

My signature below acknowledges that the above information is correct and I understand the terms and conditions of this agreement.

Signature: _____ Date: _____

Completed forms should be returned with your work study tax paperwork, or to the Human Resources Office.