



Direct Deposit Agreement

I, _____, do hereby authorize Lees-McRae College to directly deposit my payroll check into the following account(s).

Account 1

Account #: _____ Bank Name: _____

Account Type: ☐ Checking ☐ Savings Deposit Amount: ☐ Net ☐ Partial (amount: \$ _____)

Account 2

Account #: _____ Bank Name: _____

Account Type: ☐ Checking ☐ Savings Deposit Amount: ☐ Net ☐ Partial (amount: \$ _____)

Account 3

Account #: _____ Bank Name: _____

Account Type: ☐ Checking ☐ Savings Deposit Amount: ☐ Net ☐ Partial (amount: \$ _____)

☐ **I have attached a voided check or an authorization agreement for automatic deposits from my bank to this request.**

Direct deposit cannot be set up without the attached support documentation from your financial institution.

It is further understood that any party to this agreement may cancel the contract at any time, at their own discretion.
This agreement replaces any other direct deposit agreement made on a prior date.

Any new or change to payroll bank information is subject to the bank pre-note process which may result in a paper check for your first pay following the change.

Any employee expense reimbursement will be directly deposited to the primary account to which your payroll is deposited.

Signature: _____ Date: _____

Please return completed form to Human Resources.