

**GUILFORD TECHNICAL COMMUNITY COLLEGE
AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT**

Instructions: Complete all items and return to payroll office, MCC332. The deposit information will be confirmed through the banking system before the first automatic deposit is made. You should expect to receive a paper check(s) until you have received the initial notice of deposit. Be sure the voided check and/or deposit slip you attach to this form contains both a transit/routing number and an account number.

**Change of bank information must be furnished no later than the 5th of the month by 9:30 a.m.
No more than two (2) changes per calendar year.**

EMPLOYEE NAME _____ DATATEL ID # _____

PRIMARY ACCOUNT: DEPOSIT NO MORE THAN \$ _____ TO MY CHECKING/SAVINGS (circle one)

(1) BANK NAME _____ (2) CITY OF BANK BRANCH _____

(3) BANK ROUTING NO. _____ ACCOUNT# (4) _____

SECONDARY ACCOUNT: DEPOSIT THE BALANCE OF MY NET PAY TO MY CHECKING/SAVINGS (circle one)

(1) BANK NAME (If Different from Primary) _____ (2) CITY OF BANK BRANCH _____

(3) BANK ROUTING NO. _____ ACCOUNT# (4) _____

A VOIDED CHECK MUST BE ATTACHED IF YOU ARE DEPOSITING INTO A CHECKING ACCOUNT.
A DEPOSIT SLIP MUST BE ATTACHED IF YOU ARE DEPOSITING INTO A SAVINGS ACCOUNT.

I authorize credit entries and any adjustments to be made to the above account(s).

EMPLOYEE SIGNATURE _____ DATE _____

JOHN A. DOE MARY B. DOE 123 YOUR STREET ANYWHERE, U.S. 12345	5678
PAY TO THE ORDER OF _____	\$ _____
** Void **	
DOLLARS	
FIRST NATIONAL BANK (1) 987 MAIN STREET ANYWHERE, U.S. 12345 (2)	FOR _____ SAMPLE (NON-NEGOTIABLE) _____
⑆07100013⑆97869342⑆	5678
(3)	(4)

STATEMENT OF PURPOSE: The information on this form is being gathered to accurately record the routing number and account number required for payroll direct deposit funds.