

Rhodes College

Direct Deposit Information

- Your direct deposit will begin two pay periods after the Human Resources Office receives your direct deposit authorization form. On the first payday, you will be issued a check that will be available at Rhodes Express in Burrow Hall. Your bank, however, will be receiving a pre-notification to ensure the accuracy of the bank and account numbers.

- To ensure that your deposit has been made to your account, we will send you an earnings statement on payday to show how much you have earned, a detail of your deductions, and how much has been deposited into your account(s). Your bank will also show the deposit on your monthly statement; some banks will send you a notice of deposit on payday as well.

- If you want to change banks, you must complete a new authorization form. The change will take one month, during which time you will receive a regular paycheck.

- If you want to discontinue the direct deposit service, contact the Human Resources Office and notify them in writing or complete the stop direct deposit portion of the form.

Please contact the Human Resources Office at (901) 843-3750 if you have any questions about direct deposit.



Direct Deposit Authorization for Payroll

New Authorization

Change Authorization

Cancel Authorization

Print Employee Name _____ Rhodes ID #R _____

I authorize Rhodes College to deposit my net pay via direct deposit to my account(s) as indicated below. If funds to which I am not entitled are deposited to my account(s), I authorize the College to direct the financial institution(s) to return said funds.

I understand that it is my responsibility to verify that payments have been credited to my account(s) and that the College assumes no liability for overdrafts for any reason. I understand that in the event that my financial institution(s) is/are not able to deposit any electronic transfer into my account due to any action I take, the College cannot issue the funds to me until the funds are returned to the College by the financial institution(s).

I understand this authorization will override any previous authorization and will remain in effect until revoked by my written request. I understand that I must immediately notify the Human Resources Office before I close any/all account(s) listed below while this authorization is in effect.

Employee signature _____ **Date** _____

If you have an account currently active, how should it be addressed while your new account pre-notes?

Delete old account and I will pick up a live check for the upcoming payroll

Inactivate old account (for future use) and I will pick up a live check for the upcoming payroll

Retain old account for one payroll while new account pre-notes, then delete old account

New Account Information - if additional accounts are required, please attach a second form.

1. Bank Name/City/State: _____

Routing #: _____ Account #: _____

___ Checking ___ Savings I wish to deposit: \$ _____ or ___ Entire Net Amount

2. Bank Name/City/State: _____

Routing #: _____ Account #: _____

___ Checking ___ Savings I wish to deposit: \$ _____ or ___ Entire Net Amount

Please attach a voided check or bank letter for each checking account listed above.