



## 2017-18 Payroll Deduction Authorization Form

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

I authorize Ripon College to deduct my work-study payroll check, which will be applied to my student account in the following amount:

- 100% of each student payroll check
- Other\*\*\*: \_\_\_\_\_

\*\*\*Note: If you select this option, you must fill out a direct deposit form on the back of this form.

In the event that my balance has been paid in full, please take the following steps regarding my payroll deduction:

- Continue to deduct my work-study earnings to be used for future billing.
- Do not continue to deduct my work-study earnings unless I owe a balance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Direct Deposit

Ripon College will accommodate direct deposit of your payroll check to the bank of your choice. Arrangements have been made to make sure that payroll funds will be available in your account on the scheduled payroll disbursement dates. You will be able to view your check-stub on the myRipon portal.

**You must verify your account information. Listed below are approved documents for verifying account info.**

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**Name (Please Print):** \_\_\_\_\_

**Direct Deposit:**

Bank Name \_\_\_\_\_

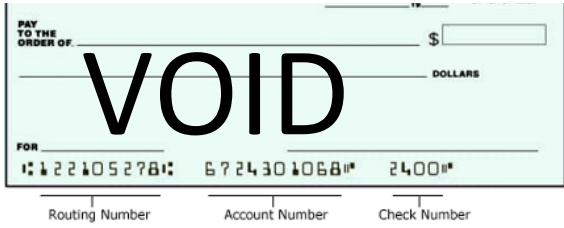
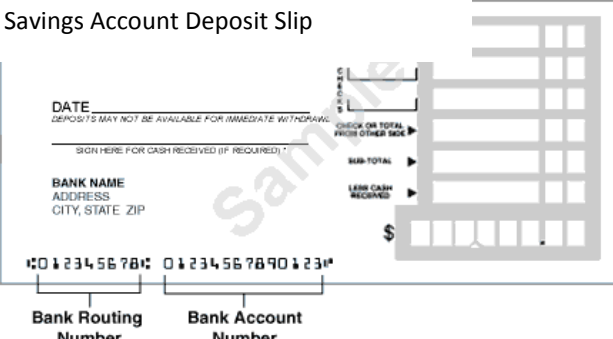
Bank Routing Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

Account Type     Checking                       Savings

I authorize the direct deposit of my payroll check into the above listed account.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>For Checking Account:</b> Paper Check (NOT debit card)</p>  <p style="font-size: small;">Routing Number      Account Number      Check Number</p>	<p><b><u>For Checking and/or Savings:</u></b> (Card issued by your bank)</p> <p>Account Type      <input checked="" type="radio"/> Checking      <input type="radio"/> Savings</p> <p>Bank Routing Number      9 digits</p> <p>Bank Account Number      3 to 17 digits</p> <p>Name on Bank Account      First name</p> <p style="font-size: x-small;">The Bank Account must be in your name.</p> <p style="text-align: right;">Last name</p>
<p><b>For Savings Account:</b> Savings Account Deposit Slip</p>  <p style="font-size: small;">Bank Routing Number      Bank Account Number</p>	<p>OR Information provided by your bank on their letterhead, indicating:</p> <ol style="list-style-type: none"> <li>1. Your Name</li> <li>2. The Account Number where you want your pay to go</li> <li>3. Type of Account (checking or savings)</li> <li>4. The Bank's Routing Number</li> </ol>