



## Payroll Deduction/Direct Deposit Authorization Form

### Complete both SECTION A and SECTION B

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_ ID# \_\_\_\_\_

### SECTION A - check one option

#### Option 1

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 even if my balance is zero (skip to Signature Line below - Section B)

#### Option 2 and 3 (must also fill out SECTION B)

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 only *until my balance is zero*, then switch to my Bank Account - Direct Deposit that is listed below in Section B

- Other (less than 100%): \$ \_\_\_\_\_  continuously or  just until paid in full  
\_\_\_\_\_ %  continuously or  just until paid in full

with the balance going into my Bank Account - Direct Deposit that is listed below in Section B

#### Option 4 (must also fill out SECTION B)

- I want all of my work-study payroll check to go into my Bank Account - Direct Deposit that is listed below in Section B

### SECTION B - MUST be completed for Options 2, 3 and 4 above

**Direct Deposit:** Bank Name \_\_\_\_\_

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

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

Account Type  Checking  Savings

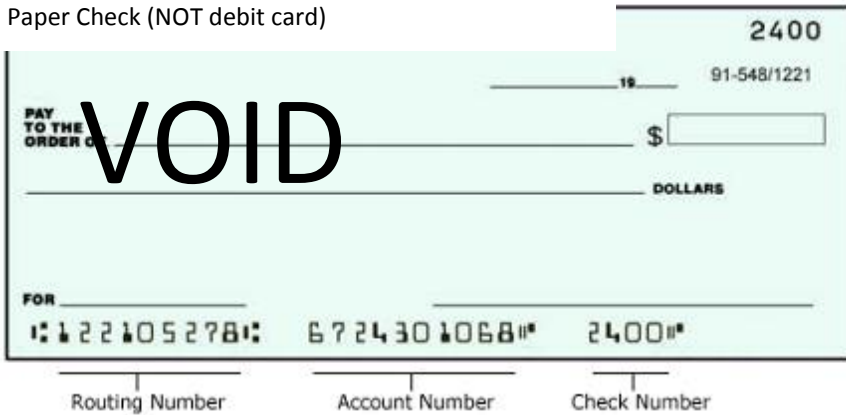
- Verification of Account and Routing Numbers is attached (examples of verification on 2<sup>nd</sup> page)

This Authorization Form will remain active for each semester and over the summer, until I make a change to the selected option.

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

**For Checking Account:**

Paper Check (NOT debit card)



**For Checking and/or Savings:**

(Card issued by your bank)

Account Type:  Checking  Savings

Bank Routing Number:

Bank Account Number:

Name on Bank Account:   
  
The Bank Account must be in your name.

OR Information provided by your bank on their letterhead, indicating:

1. Your Name
2. The Account Number where you want your pay to go
3. Type of Account (checking or savings)
4. The Bank's Routing Number