

# DIRECT DEPOSIT AUTHORIZATION FORM

SPC Tax ID #59-1211489

**Employee Name**

**Employee ID**

**Phone Number**

**Last 4 Digits SS#**

- Changes may take up to two pay periods before your new direct deposit becomes effective. In the interim, a paper paycheck will be mailed to your home address on record.
- If you want to inactivate a direct deposit account on file **and** also add a new account, complete information for each respective change.
- If your account on file has already been closed at the time of completing this form, notify us immediately (email below).

**NOTE:** You must have an account currently established and determine if the bank accepts direct deposit at each financial institution (bank). Employees are responsible for verifying bank routing number, account number, and available funds. The College is not responsible for any fees incurred for insufficient funds.

**Zip Code Current Home Address**

Check  
Number

|                             |             |
|-----------------------------|-------------|
| DATE                        | 1948        |
| MEMO                        | 25-8274397  |
| ROUTING & TRANSIT<br>NUMBER | 19876432101 |
| ACCOUNT<br>NUMBER           | 123456789   |
| \$ DOLLARS                  |             |

*Please return completed form to [employment@spcollege.edu](mailto:employment@spcollege.edu)*

| <b>DIRECT DEPOSIT #1</b>   | <b>DIRECT DEPOSIT #2</b>   |
|--|--|
| <b>ACCOUNT REQUEST</b>   | <b>ACCOUNT REQUEST</b>   |
| <ul style="list-style-type: none"> <li><input type="radio"/> Add a new account</li> <li><input type="radio"/> Change amount for current account</li> <li><input type="radio"/> Inactivate a current account</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Add a new account</li> <li><input type="radio"/> Change amount for current account</li> <li><input type="radio"/> Inactivate a current account</li> </ul> |
| <b>AMOUNT</b>  | <b>AMOUNT</b>  |
| <ul style="list-style-type: none"> <li><input type="radio"/> Full Deposit: 100%</li> <li><input type="radio"/> Partial Deposit: \$ _____ or _____%</li> <li><input type="radio"/> Remainder of Deposit</li> </ul>      | <ul style="list-style-type: none"> <li><input type="radio"/> Full Deposit: 100%</li> <li><input type="radio"/> Partial Deposit: \$ _____ or _____%</li> <li><input type="radio"/> Remainder of Deposit</li> </ul>      |
| <b>BANK ACCOUNT</b>  | <b>BANK ACCOUNT</b>  |
| Bank Name: _____   | Bank Name: _____   |
| Routing # _____  | Routing # _____  |
| Account # _____  | Account # _____  |
| Account Type: <input type="radio"/> Checking <input type="radio"/> Savings   | Account Type: <input type="radio"/> Checking <input type="radio"/> Savings   |
| <b>Attach a voided check -or- original bank document</b>   |  |

I hereby authorize St. Petersburg College (Employer) hereinafter called College, to initiate credit entries for payroll and if necessary, debit entries for adjustments for any credit entries made in error to my account(s) at the financial institutions listed above. This authority is to remain in force and effect until College has received written notification from me of its termination in such time and manner as to afford the College and financial institution a reasonable opportunity to act on it.

**Employee Signature**

**Date**