

# LE MOYNE

## Greatness meets Goodness

### DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Name: \_\_\_\_\_

College ID#: \_\_\_\_\_

Employee Status: \_\_\_\_\_ Faculty

\_\_\_\_\_ Staff/ Administrator

\_\_\_\_\_ Student

I authorize Le Moyne College to DIRECTLY DEPOSIT my payroll, and if there is an erroneous deposit, to make the necessary reversal to the following accounts:

**(Please print all information clearly)**

1. Bank Name \_\_\_\_\_

Amount \_\_\_\_\_

Routing/ABA Number \_\_\_\_\_ (9 digits)

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

Account Type: ☐ Checking ☐ Savings

**Student Employees** are limited to one bank account. Debit cards do not have the correct account number. Please contact your bank for correct direct deposit information if you are uncertain of your Routing Number or Account Number.

2. Bank Name \_\_\_\_\_

Amount \_\_\_\_\_

Routing /ABA Number \_\_\_\_\_ (9 digits)

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

Account Type: ☐ Checking ☐ Savings

3. Bank Name \_\_\_\_\_

Amount \_\_\_\_\_

Routing /ABA Number \_\_\_\_\_ (9 digits)

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

Account Type: ☐ Checking ☐ Savings



I understand that the direct deposit will go through a PRENOTE (testing) stage for one pay period, for which I may receive a paper paycheck. Further I understand that this authorization is to remain in full force and effect until Le Moyne College receives written notification from me of its termination in a time and manner as to allow Le Moyne College and the bank a reasonable opportunity to act upon it.

Signed: \_\_\_\_\_

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

**PAY STUBS CAN BE FOUND IN ECHO. Click on the My Paystub link after logging into My Information.**

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