

Cayuga County Community College Payroll Direct Deposit Authorization

Name: _____

Banner ID # _____

Name of Financial Institution	Transit Routing # <i>9 digits</i>	Account #	Type of Account C-Checking S-Savings	Partial \$ Amount or Net	Effective Date	Change Date or Stop Date	Signature

Employee Authorization

“I authorize Cayuga County Community College to deposit my payroll check into an Account at the Financial Institution listed above. If funds to which I am not entitled are deposited to my account, I authorize Cayuga County Community College to direct the Financial Institution to return such funds. This authorization shall remain in effect until I have cancelled it in writing or upon rejection of deposit by the bank because the account is closed.”

Employee Signature _____

Date _____

See reverse for example of check to help with account number and transit routing number information.

RMP/hmk – 3/04

▪ **TIP** - Verify your account number and Transit routing number with your financial institution.

▪ **TIP** - Do not use a deposit slip to verify the routing number.

NOTE: The account and transit routing number may appear in different places on your checks.

John Public _____ 20 _____ **1234**
123 Main Street
Your City, NY 13021

Pay to the order of _____ \$ _____
_____ Dollars

For _____

I: 021300005 I: 98765 43210 II _____

↓
Transit Routing number

↓
Account Number