

COLLEGE *for* Creative STUDIES

AUTHORIZATION FOR DIRECT DEPOSIT

I hereby authorize the College for Creative Studies to make deposits to the bank(s) and account(s) identified below and authorize this bank to accept such deposits. I understand that if funds to which I am not entitled are deposited in my account, I authorize CCS to direct the banking institution(s) to return said funds. It is agreed that these deposits may be made electronically and under the rules of the Michigan Automated Clearing House Association. The deposit(s) is effective with the second payroll processing after this information has been received and input into the payroll system.

If you are a student, this information will be shared with the Office of Business Services for refund and reimbursement deposits.

Please print account and transit numbers exactly as they appear on the check or deposit ticket, include any dashes and/or spaces. **Email the completed form and additional documents to forms2hr@collegeforcreativestudies.edu. Please attach a voided check if possible.**

This authorization will remain in effect until written notice of termination is given to CCS and/or upon termination of my employment. I understand that upon termination of my employment, my final pay may not be directly deposited.

- The following account details should be **added** to my existing deposits.
- The following account details should **replace** my existing information.

Account #1

Bank Name/Location _____

Transit/ABA Routing # _____

Checking Account # _____ Amount _____

Savings Account # _____ Amount _____

Account #2

Bank Name/Location _____

Transit/ABA Routing # _____

Checking Account # _____ Amount _____

Savings Account # _____ Amount _____

Print Employee Name _____

Signature _____ Date _____