

## Direct Deposit Authorization Form

I authorize Alfred University to direct deposit my pay and/or refund to my designated bank account(s):

<b>Account 1:</b>	Please Circle One:
Name of Financial Institution: _____	Checking    Savings
Routing #: _____	Account #: _____
Amount to Direct Deposit: 100% _____	Other Amount: (Please specify) _____

<b>Account 2:</b>	Please Circle One:
Name of Financial Institution: _____	Checking    Savings
Routing #: _____	Account #: _____
Amount to Direct Deposit: 100% _____	Other Amount: (Please specify) _____

For each checking account, please attached a voided check; for each savings account, please attach a preprinted deposit slip. If you do not have a check or deposit slip, please print clearly and accurately above.

\_\_\_\_\_  
Employee/Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee/Student Name (Please Print)

\_\_\_\_\_  
Banner ID

## Direct Deposit Cancellation Form

I hereby cancel the direct deposit authorization of pay and/or refund to the following bank account:

Name of Financial Institution: \_\_\_\_\_

\_\_\_\_\_  
Employee/Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee/Student Name (Please Print)

\_\_\_\_\_  
Banner ID

### Important Notices:

- Once we receive your Direct Deposit Form, we will e-mail you at your [alfred.edu](mailto:alfred.edu) email to verify your submission. We will not submit your direct deposit information until we receive confirmation back from you. Please allow 10-14 days for your request to take effect after your confirmation.
- If you need to change any of the information listed above, you will need to complete a new form.
- Failure to notify payroll/student accounts promptly that you have closed your account means that your bank will probably reject the deposit. We cannot reissue a check until we receive the return from your Bank; this will cause a delay in your deposit.
- For paychecks, a wage statement is provided for each pay period; please review the statement carefully each pay period. If you discover an error in your deposit, please notify payroll immediately.

Return Form via our secure drop box: [sccupload.alfred.edu](https://sccupload.alfred.edu); or by Mail: Alfred University, Attn: Student Service Center, 1 Saxon Drive, Alfred, NY 14802; or by Fax to 607-871-2347.