

St. Olaf College Payment Method for Student Work Earnings

Complete this form to indicate how you want to be paid your student work earnings. Please complete the student information on the top line and check the option you prefer below. The preferred ways to be paid are tuition deduction or direct deposit to your bank account. Be sure to sign and date the form at the bottom and return it to the Financial Aid Office.

PLEASE PRINT CLEARLY

Student Name

Student Number

Graduation Year

Tuition Deduction

_____ I request that my net pay be credited directly to my comprehensive fee account. I understand that I may not withdraw any of these earnings until my account is paid in full.

OR

Direct Deposit Authorization

_____ By signing this form, I authorize St. Olaf College and the financial institution listed below to initiate electronic entries into the indicated checking or savings each payday. In the event of an error, I also authorize St. Olaf College to direct my bank to return any deposited funds to which I was not entitled by debiting my bank account as appropriate.



Account Information: Attach voided check here for checking account or deposit slip (for savings account only)

Financial Institution/Bank Name

Financial Institution/Bank Phone Number

City/State where located

Checking _____ Savings _____

Transit/Routing Number (9 digits)

Account Number (not debit/check card number)

Please note:

Inaccurate bank account information will result in a delay in payroll payment. Your name must be on this bank account. Do not use the routing number listed on a *deposit slip* for a *checking account*. The number shown on your debit card is not your bank account number. If you have any questions regarding bank account information, please contact your bank or the Payroll Office at 507-786-3824 for assistance.

Signature

Date