STAPLE VOIDED CHECK
OR
DEPOSIT SLIP FOR SAVINGS ONLY

Accounts Payable
Authorization for Direct Deposit

Reset Form

I authorize St. Olaf College to initiate electronic entries to my indicated checking or savings account. 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.

Does this replace a prior Direct Deposit ☐ **yes** ☐ **no**

Please Note: if you need to change your bank account information in Payroll and Accounts Payable, please use the Payroll Direct Deposit Authorization Form.

Payee Information

_____
Company Name or Name of Individual Being Paid (please print)

_____
Email Address (where notification of payments will be sent)

If a voided check is not available and you are unsure of your transit routing number or account number, please call your bank to obtain the correct information. DO NOT use the routing number listed on a deposit slip for a checking account or your debit card number, as those numbers may be different than the correct routing number for your bank. Please note that incorrect information may cause delays when processing your payment.

Bank Information

☐ *Please obtain the* ☐ *Primary* ☐ *Secondary bank account information on file with the Payroll Office. (You may also send an email to Accounts payable from your St. Olaf email account to authorize use of primary bank account information instead of submitting this form.)*

☐ *Please use the following bank account information:*

_____
Bank Name

☐ Checking

_____
Bank Phone Number

☐ Savings

_____
City *State*

Transit Routing Number

Account Number

_____ _____
Signature *Date*