

SAINT OLAF COLLEGE
Payment Method for Student Work Earnings

Complete this form to indicate how you want to be paid your net student work earnings. Please complete the student information on the top line and check the option you prefer below. The safest ways to be paid are through 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. If this form is not received, you will automatically receive a printed pay check.

_____ **Print - Student Name**

_____ **Student Number**

_____ **Graduating Class Year**

Tuition Deduction

_____ I request that my net student work earnings 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 to Bank Account

_____ I authorize St. Olaf College and the financial institution named below to automatically deposit my net student work earnings to my account (this includes my authorization to you to reverse any entries made in error). This authority will remain in effect until I give written notice to cancel it. I will notify the Office of Student Financial Aid if I close this account.

Type of Account: _____ Checking _____ Savings

_____ **Financial Institution – Bank Name**

_____ **City and State**

_____ **Financial Institution - Bank Phone No.**

_____ **Branch Where Account Was Opened**

_____ **Transit Routing Number**

_____ **Account Number**

The first payroll after electing direct deposit, you will still receive your paycheck the way you were being paid previously. The direct deposit takes effect the second payroll after selecting this method of payment and the pay stub/statement is printed on tan paper. (Checks are printed on pink paper.)

Attach a voided check for checking accounts.

For savings accounts, please contact your bank to obtain the transit routing number.

OR

Other Payment Method

_____ I want to cancel any direct deposits to my bank account or deductions from my comprehensive fee that I have at this time and receive my student work earnings in the form of a paper check. Checks and pay stubs are printed on pink paper.

_____ **Student Signature**

_____ **Date**