

Kirkwood

COMMUNITY COLLEGE

Direct Deposit is required for all employees. Pay may be delayed by not returning this form in a timely manner.

Return this form to:
 Kirkwood Community College
 Human Resources– 313 Kirkwood Hall
 PO Box 2068
 Cedar Rapids, Iowa 52406
 Phone: (319) 398-5407/Fax: (319) 398-5502

Payroll Direct Deposit Authorization Form	Type of Action (Please Check One) <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel
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K#: _____ or Social Security Number _____ - _____ - _____

Employee Name: _____

Department: _____ Campus Phone: _____

Financial Institution Name: _____

Routing (ABA) Number: _____
Your financial institution routing number can be found on your check; it is the first nine digits on the lower left of your check followed by your institution account number and check number.

Institution Account Number: _____

Type of Account: Checking Savings Amount: _____

Financial Institution Name: _____

Routing (ABA) Number: _____
Your financial institution routing number can be found on your check; it is the first nine digits on the lower left of your check followed by your institution account number and check number.

Institution Account Number: _____

Type of Account: Checking Savings Amount: Remainder/Balance

I hereby authorize Kirkwood Community College to initiate electronic entries, and if necessary, debit entries and/or adjustments for any credit entries in error, to my account with the financial institution indicated above. This authority is to remain in full force and effect until Kirkwood has received written notification from me of its termination. A new authorization must be completed if I change my account, close my account, or change financial institutions.

Signature: _____ Date: _____

If you have any questions concerning Electronic Funds Transfer Transactions, please contact Kirkwood Payroll at: (319) 398-5407.

Payroll Use Only

Updated in Colleague Processed by: _____ Date: _____