



Kirkwood Community College Direct Deposit Form

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

Return this form to: 313 Kirkwood Hall · PO Box 2068 Cedar Rapids, IA 52046-2068 · Phone: 319.398.5407

K # _____ or SS # _____

Employee Name: _____ Department: _____

Campus Phone: _____

Type of action (Check one): Start direct deposit Change (add/delete a bank, increase/decrease fixed amount or select new account)

Account #1 Account type: Checking Savings

Bank Name _____

Routing # (9 digits) _____ Account # _____

Entire Amount Specific dollar amount \$ _____

Account #2 Account type: Checking Savings

Bank Name _____

Routing # (9 digits) _____ Account # _____

Remaining 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.

Employee Signature

Date

Electronic consent for W-2s

W-2s will be made available to current and past employees immediately upon completion by consenting to electronic receipt. Employees who do not consent to electronic W-2s may have to wait until after January 31 to receive their paper W-2 via U.S. Mail. Employees who consent to electronic W-2s can also view past W-2s.

I order to view your W-2 electronically, employees must have access to the Internet and log into Kirkwood EagleNet (www.kirkwood.edu/eaglenet) with their Kirkwood "k" number. Individuals may contact the IT helpdesk at 398-1264 for assistance in logging into the EagleNet.

Once you have consented to receiving your W-2 electronically, you will no longer receive a paper W-2 unless you withdraw consent by logging in to your EagleNet account and withdraw consent. Withdrawn consent does not apply to previously issued W-2s. A request to consent to receive an electronic W-2 or withdraw consent will be effective immediately as long as the W-2s have not already been placed on EagleNet.

I read and understand the instructions on electronic consent for W-2s. I hereby consent to receiving my Kirkwood W-2 electronically.

Employee Signature

Date