



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

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

<p>Payroll Direct Deposit Authorization Form</p>	<p>Type of Action (Please Check One)</p> <p><input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel</p>
<p>Employee ID: _____ or Social Security Number _____ - _____ - _____</p> <p>Employee Name: _____</p> <p>Department: _____ Campus Phone: _____</p>	
<p>Financial Institution Name: _____</p> <p>Routing (ABA) Number: _____</p> <p style="font-size: small;">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.</p> <p>Institution Account Number: _____</p> <p>Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings Amount: _____</p> <hr style="border-top: 1px dashed black;"/> <p>Financial Institution Name: _____</p> <p>Routing (ABA) Number: _____</p> <p style="font-size: small;">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.</p> <p>Institution Account Number: _____</p> <p>Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings Amount: <u>Remainder/Balance</u></p>	
<p>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.</p> <p>Signature: _____ Date: _____</p> <p>If you have any questions concerning Electronic Funds Transfer Transactions, please contact Kirkwood Payroll at: (319) 398-5407.</p>	