



Student Employment Direct Deposit Form

This form cannot be processed until you have provided this completed form along with the required proof of bank information: which includes your name, routing and account number to Campus Employment.

FOR YOUR SAFETY, WE USE A PRE-NOTE SYSTEM TO VERIFY YOUR ACCOUNT INFO.

Your first paycheck will be a live check and can be picked up in the Mail Room in Gordon Science Center (1st floor).

Avoid picking up a paper check:

this form and voided check or official bank letter or snapshot of account/routing #

Student Employee Name: _____

Banner ID: _____

(Use #1 if you are setting up one account.)

#1 Bank: _____

Checking New Change Cancel

Savings Dollar Amount \$_____ or Percentage _____%

(Only use #2 if you would like to split your paycheck between two accounts.)

#2 Bank: _____

Checking New Change Cancel

Savings Dollar Amount \$_____ or Percentage _____%

Authorization Statement

I hereby authorize Utica University to deposit my work-study earnings directly into my bank account(s) listed above and to obtain the return of any payroll amount erroneously credited to that account. I understand that this authorization will continue for the duration of my employment or until the Office of Campus Employment receives an updated form, with signature, with my request to cancel. I further understand that I will be able to access an account of my earnings on [BannerWeb](#).

Utica College is not responsible for bank errors or delays by the bank in crediting individual accounts.

Signature: _____

Date: _____

Please return to the Campus Employment Office in The Center for Career Readiness