

Florida Institute of Technology

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS

You may select up to three accounts to receive the direct deposit of your payroll.

See instructions on reverse.

I hereby authorize FLORIDA INSTITUTE OF TECHNOLOGY, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my:

1.)

Indicate type of account: Checking Account (*attach void check*) Savings Account (*attach deposit slip*)

Amount \$ _____ at the financial institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

FINANCIAL INSTITUTION NAME: _____ CITY: _____ STATE: _____

ROUTING NUMBER: _____ ACCOUNT NUMBER: _____

2.)

Indicate type of account: Checking Account (*attach void check*) Savings Account (*attach deposit slip*)

Amount \$ _____ at the financial institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

FINANCIAL INSTITUTION NAME: _____ CITY: _____ STATE: _____

ROUTING NUMBER: _____ ACCOUNT NUMBER: _____

3.)

Indicate type of account: Checking Account (*attach void check*) Savings Account (*attach deposit slip*)

Amount \$ _____ at the financial institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

FINANCIAL INSTITUTION NAME: _____ CITY: _____ STATE: _____

ROUTING NUMBER: _____ ACCOUNT NUMBER: _____

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination, in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

EMPLOYEE NAME: _____ ID NUMBER: _____

SIGNATURE: _____ DATE: _____

WORK PHONE: _____ HOME PHONE: _____

PAYROLL DEPARTMENT

Input Date: _____ PreNote Date: _____ Direct Deposit Active Date: _____

Payroll Number: _____ Payroll Number: _____

Florida Institute of Technology • Office of the Controller

150 West University Boulevard, Melbourne, Florida 32901-6975 • 321-674-7342 • Fax 321-674-7658

**INSTRUCTIONS FOR COMPLETING
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS**

1. You may select up to three accounts to receive the direct deposit of your payroll.
2. If you select a checking account, attach a void check.
3. If you select a savings account, attach a deposit slip.
4. To have your entire net pay deposited to a single account, enter "All" in the "Amount" space.
5. Splitting of your direct deposit between accounts must be done on a fixed-dollar basis; we are not able to accommodate this on a percentage basis.
6. To have your net pay deposited into more than one account, enter dollar amounts in the "Amount" space for each account receiving a fixed-dollar amount, and enter "Balance" in the "Amount" space for the account that will receive the remainder of your net pay.
7. Indicate the financial institution name, city, and state, along with the routing and account numbers for each account selected.
8. Complete the Employee Identification information at the bottom of the Agreement.
9. Submit the completed Agreement to the Payroll Department.
10. Direct deposit of your payroll should commence with the second payroll after the completed Agreement is received by the Payroll Department.