



**AUTHORIZATION AGREEMENT
DIRECT DEPOSIT OF ACCOUNTS PAYABLE REIMBURSEMENT
AND PAYROLL**

I hereby authorize Rose-Hulman Institute of Technology to initiate direct deposit of employee accounts payable reimbursement and payroll credit entries and necessary debit entries, reversals, and/or adjustments, not to exceed the amount deposited, to correct deposit errors to my checking and/or savings account(s) at the financial institution specified below. This authority is to remain in full force and effect until Rose-Hulman has received written notification from me of its termination in such time and in such manner as to afford Rose-Hulman and the financial institution a reasonable opportunity to act on it.

- If you change or close your account, you must complete a new Direct Deposit Authorization Agreement
- Make account changes as soon as possible to ensure that your funds are deposited correctly

Printed Name _____

Date _____

Signature _____

PLEASE ATTACH A VOIDED CHECK FOR EACH ACCOUNT

ACCOUNTS PAYABLE REIMBURSEMENT INFORMATION

Financial Institution _____

(Please check one)

Checking Account ☐

Savings Account ☐

Bank Routing # _____

Account # _____

PAYROLL INFORMATION

Option 1: Financial Institution _____

(Please check one)

100% to Account Identified in A/P ☐

Checking Account ☐

Savings Account ☐

Bank Routing # _____

Account # _____

Amount or Percent of Net Pay to be Deposited to This Account: _____

\$ _____

or _____

% _____

Option 2: Financial Institution _____

(Please check one)

Checking Account ☐

Savings Account ☐

Bank Routing # _____

Account # _____

Amount or Percent of Net Pay to be Deposited to This Account: _____

\$ _____

or _____

% _____

Option 3: Financial Institution _____

(Please check one)

Checking Account ☐

Savings Account ☐

Bank Routing # _____

Account # _____

Amount or Percent of Net Pay to be Deposited to This Account: _____

\$ _____

or _____

% _____

Option 4: Financial Institution _____

(Please check one)

Checking Account ☐

Savings Account ☐

Bank Routing # _____

Account # _____

Amount or Percent of Net Pay to be Deposited to This Account: _____

\$ _____

or _____

% _____