

**BATES COLLEGE
DIRECT DEPOSIT AUTHORIZATION AGREEMENT**

I hereby authorize and request **BATES COLLEGE**, hereinafter called **COLLEGE**, to make payment of any amounts owing to me by initiating credit (direct deposit) entries to my account(s) indicated below in the bank(s) named below, hereinafter called **BANK**. I authorize and request the **BANK** to accept any credit (direct deposit) entries initiated by the **COLLEGE** to such account and credit the same to such account without responsibility for the correctness thereof. In the event of an overpayment or payment in error, I hereby authorize the **COLLEGE** to initiate debit (withdrawal) entries to my account in the amount of such payment in error. (This applies only to accounts that are in my name. I understand that if I list an account that does not belong to me that I will not be able to have the funds returned.)

Bank Name: _____

Bank Address: _____

Bank Routing Number: _____ Account Number: _____

Checking Savings Amount: _____ or Entire Check

Bank Name: _____

Bank Address: _____

Bank Routing Number: _____ Account Number: _____

Checking Savings Amount: _____ or Entire Check

Bank Name: _____

Bank Address: _____

Bank Routing Number: _____ Account Number: _____

Checking Savings Amount: _____ or Entire Check

COMMENTS: _____

It is understood that I may terminate this agreement at any time by written notification to the **COLLEGE** or **BANK**. Any such notification to the **COLLEGE** or **BANK** shall be effective at the next payroll cycle.

Employee Name: _____

(PLEASE PRINT)

Employee Signature: _____

Bates ID#: _____ Date: _____