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DIRECT DEPOSIT AUTHORIZATION FORM (EMPLOYEE'S CHECKING OR SAVINGS ACCOUNT)

ASA College is pleased to offer direct deposit of employee paychecks to the bank(s) and account(s) of your choice.

If you want to participate in direct deposit, you must complete the following:

- Complete the employee section of this form.
Attach a voided personal check(s) and/or personalized deposit slip(s) to this form to verify your account number(s) and bank routing number(s).
Return (e-mail) completed form to the Human Resources office.
Your direct deposit should begin within two pay periods after we receive your completed form.

NOTIFY HUMAN RESOURCES OFFICE IMMEDIATELY IF YOU CLOSE OR CHANGE DESIGNATED BANK ACCOUNT

TO BE COMPLETED BY EMPLOYEE:

Name of the Employee (Last/Middle/First) Employee ID#

Department/Office Job Title

New Enrollment Modify Enrollment Cancel Enrollment

I hereby authorize ASA College each pay day to deposit my paycheck directly to bank account(s) listed below. In the event of listed account(s) to be credited with an erroneous payment, I authorize the reversal of the erroneous payment, or the recovery of the erroneous payment from any funds remaining in my future compensation.

This authority will remain in force until I have given ASA College written notification that I have terminated it or until ASA College has notified me that it has terminated this direct deposit service. I understand that I must give ASA College reasonable advance notice to act on my instructions.

Acct.Type: Checking, Saving, Pay Card Bank ABA/Routing Number Account Number

Deposit Amount: Entire Net Amount Fixed Amount of \$ Remaining Net Amount

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Signature of the Employee Date (MM/DD/YYYY)

DOWNTOWN BROOKLYN 151 Lawrence Street Brooklyn, NY 11201 Tel.: 718 - 522-9073

MIDTOWN MANHATTAN 1293 Broadway/One Herald Center New York, NY 10001 Tel.: 212-672-6450

NORTH MIAMI BEACH 3909 N.E. 163rd Street North Miami Beach, FL 33160 Tel.: 786-279-1740