



## *Direct Deposit*

*Payroll*

*Accounts Payable*

Signing up for direct deposit is easy. Simply attach a void check to this slip. This will allow your payroll check to go directly into your account each payday, and you will receive a statement with the amount that was deposited.

**Employee Name** \_\_\_\_\_

**Checking Account**  **Savings Account**

Routing #:  
Account #:

Please attach voided check here

**I do hereby authorize SHC to initiate credit entries (deposits) and to initiate, if necessary, debit entries (withdrawals) and adjustments for a credit entry in error to my account(s) indicated at the bank being used. SHC will not be held responsible for untimely deposits due to natural disasters or bank errors. This authorization will remain in force until the SHC payroll office receives written authorization from me of its termination, in such time to afford the College reasonable opportunity to act on the request.**

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**Employee Signature**

**Date**