

**LAKELAND COMMUNITY COLLEGE  
AUTHORIZATION AGREEMENT FOR DIRECT PAYROLL DEPOSIT**

I authorize Lakeland Community College to initiate electronic credit entries and if necessary, debit entries and adjustments for any credit entries made in error to my account (s) indicated below. This authorization will remain in effect until Lakeland Community College receives written notice of its termination from me and has a reasonable opportunity to act upon it.

Print Name: \_\_\_\_\_ Lakeland ID# \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS:** Your entire check must be deposited into one or more accounts. If depositing into one account, note "Entire Balance" in the space next to "Amount". For pay to be deposited into two accounts, specify a dollar amount for the first account and designate "Remaining Balance" as the amount to be deposited into the other account. To deposit your pay into more than two accounts, please contact the Payroll Department at 440.525.7240 for additional forms.

Incomplete or inaccurate information will cause a delay in receipt of your pay into your bank account(s). To change the account or financial institution requires submitting a new agreement to the Payroll Department in Room A-2004.

I am a new employee setting up a direct deposit.

I am closing my current direct deposit with (name of bank) and establishing a new direct deposit with the information completed below.

I am making a change to my direct deposit arrangement.

Financial Institution Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Check One: \_\_\_\_\_ checking account (attach voided check) OR \_\_\_\_\_ savings account

Routing/Transit Number \_\_\_\_\_

Account Number \_\_\_\_\_

Amount \$ \_\_\_\_\_

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**ADDITIONAL INFORMATION TO DEPOSIT INTO A SECOND ACCOUNT:**

Financial Institution Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Check One: \_\_\_\_\_ checking account (attach voided check) OR \_\_\_\_\_ savings account

Routing/Transit Number \_\_\_\_\_

Account Number \_\_\_\_\_

Amount \$ \_\_\_\_\_

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**ATTACH VOIDED CHECK/S HERE:**

You **MUST** submit a voided check or an authorization form for direct deposit from your bank.