



Authorization Agreement for Direct Deposits - Payroll

You may select up to three accounts to receive direct deposit of your payroll. See instructions on reverse.

Employee Name: _____ **Employee ID Number:** _____

Email Address: _____ **Phone:** _____

I hereby authorize FLORIDA INSTITUTE OF TECHNOLOGY, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for credit entries in error to the accounts authorized below.

First Account:

Amount \$_____ at the financial institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Indicate type of Account: (Select One) Checking ____ Savings ____
Financial Institution Name: _____ City: _____ State: _____
Account Number: _____ Bank Routing/Transit Number: _____

Second Account:

Amount \$_____ at the financial institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Indicate type of Account: (Select One) Checking ____ Savings ____
Financial Institution Name: _____ City: _____ State: _____
Account Number: _____ Bank Routing/Transit Number: _____

Third Account:

Amount \$_____ at the financial institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Indicate type of Account: (Select One) Checking ____ Savings ____
Financial Institution Name: _____ City: _____ State: _____
Account Number: _____ Bank Routing/Transit Number: _____

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination, in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Signature and Date: _____



**INSTRUCTIONS FOR COMPLETING
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS - PAYROLL**

1. You may select up to three accounts to receive the direct deposit of your payroll.
2. To have your entire net pay deposited to a single account, enter "All" in the "Amount" space.
3. Splitting of your direct deposit between accounts must be done on a fixed-dollar basis; we are not able to accommodate this on a percentage basis.
4. To have your net pay deposited into more than one account, enter dollar amounts in the "Amount" space for each account receiving a fixed-dollar amount, and enter "Balance" in the "Amount" space for the account that will receive the remainder of your net pay.
5. Indicate the financial institution name, city, and state, along with the routing and account numbers for each account selected. Please use the following example to find the bank information needed for this form.



(Example of where to find the bank identifying information)

NOTE: Please contact your financial institution to verify the proper routing/transit number to use for incoming ACH payments. Also, make sure that your bank account is set to receive incoming ACH payments.

6. Complete the Employee Identification information at the top of the Agreement.
7. Sign and date the Agreement.
8. Submit the completed Agreement to the Office of the Controller.
9. Direct deposit of your payroll should commence with the second payroll after the completed Agreement is received by the Office of the Controller.