

**RENSELAER POLYTECHNIC INSTITUTE
PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM**

EMPLOYEE NAME (Last, First, MI)	RIN
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EFFECTIVE DATE: _____

FIRST ACCOUNT

<p>Account Type: (Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Type of Transaction: <input type="checkbox"/> New <input type="checkbox"/> Stop <input type="checkbox"/> Change Amount</p> <p>Name & Address of Financial Institution:</p>	<p>Direct Deposit Options for this account (Check one):</p> <p><input type="checkbox"/> Deposit 100% of net pay (single direct deposits only)</p> <p><input type="checkbox"/> Deposit a fixed amount of \$_____ (i.e. \$100.25)</p> <p><input type="checkbox"/> Deposit _____ percentage of net pay (full percentage only, i.e. 25%)</p>
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9-Digit Bank Routing Number:	Account Number:
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SECOND ACCOUNT

<p>Account Type: (Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Type of Transaction: <input type="checkbox"/> New <input type="checkbox"/> Stop <input type="checkbox"/> Change Amount</p> <p>Name & Address of Financial Institution:</p>	<p>Direct Deposit Options for this account (Check one):</p> <p><input type="checkbox"/> Deposit a fixed amount of \$_____ (i.e. \$100.25)</p> <p><input type="checkbox"/> Deposit _____ percentage of net pay (full percentage only, i.e. 25%).</p> <p><input type="checkbox"/> Deposit remaining amount of net pay after previously selected direct deposits.</p>
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9-Digit Bank Routing Number:	Account Number:
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THIRD ACCOUNT

<p>Account Type: (Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Type of Transaction: <input type="checkbox"/> New <input type="checkbox"/> Stop <input type="checkbox"/> Change Amount</p> <p>Name & Address of Financial Institution:</p>	<p>Direct Deposit Options for this account (Check one):</p> <p><input type="checkbox"/> Deposit a fixed amount of \$_____ (i.e. \$100.25)</p> <p><input type="checkbox"/> Deposit _____ percentage of net pay (full percentage only, i.e. 25%).</p> <p><input type="checkbox"/> Deposit remaining amount of net pay after previously selected direct deposits.</p>
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9-Digit Bank Routing Number:	Account Number:
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I authorize Rensselaer Polytechnic Institute to direct deposit funds to my account in the financial institutions listed above. If the funds to which I am not entitled are deposited in my account, I authorize Rensselaer to initiate a correcting (debit) entry. I understand that this authorization may be rejected or discontinued by Rensselaer at any time. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to Rensselaer for distribution at a later date.
 Special Note: Please make sure your direct deposit has stopped before closing your account.

Signature

Date

Revised 11/5/2009

PLEASE READ THIS CAREFULLY

The information on this form is confidential and is required to process payment data from Rensselaer to the financial institution and/or its agent. Failure to provide the requested information may delay or prevent receipt of payments through the direct deposit program. Implementation will take at least two pay periods.

How to Complete the Direct Deposit Authorization Form

ANY CHANGE TO YOUR DIRECT DEPOSIT WILL REQUIRE YOU TO COMPLETE A NEW FORM. THE NEW FORM SHALL SUPERSEDE ALL PREVIOUSLY SUBMITTED FORMS; THEREFORE, THE NEW FORM MUST TOTALLY REFLECT HOW YOU WISH TO HAVE YOUR NET PAY DEPOSITED.

For New Direct Deposits:

To start a new direct deposit account, complete the top portion of the form. Be sure to indicate the effective date and mark the **new** box to indicate this is a new direct deposit. **Verify** all banking information with your financial institution and list on the form. **ATTACH A VOIDED CHECK for checking accounts or a DEPOSIT SLIP for savings accounts**, and specify which direct deposit option you wish to select for each account (i.e. fixed amount, %, etc.). Your form must be signed and dated at the bottom.

To Stop a Direct Deposit:

Follow the same instructions for new direct deposits; however, you must mark the **Stop** box for the account you are canceling.

To Change Direct Deposit Instructions:

Follow the same instructions for new direct deposits; however, you must mark the **change amount** box for the account for which you are changing the amount.

Your Responsibilities:

* You are responsible for verifying (with your bank) the accuracy of your bank account number when your enrollment form is completed and for confirming (with your bank) that your net pay deposit is in your account on the first payday when you receive your direct deposit statement. If the information on the statement is incorrect (for example, if the account number to which funds have been deposited is incorrect), you must notify the payroll office immediately.

* Please note that direct deposit is not guaranteed and it is your responsibility to verify the availability of funds in your accounts. You are responsible for notifying the payroll office if a direct deposit did not occur.

* You are responsible for notifying the payroll office if you change banks or account number. You must complete a new Payroll Direct Deposit Authorization Form and begin the direct deposit process again.

* You must notify the payroll office if your bank account is closed. You must complete a Direct Deposit Authorization Form to stop direct deposit (see above for instructions on how to stop a direct deposit).

* You are responsible for payment of any charges that may be incurred against your account as a result of direct deposit.

Authorization to Recover Funds Deposited in Error:

By signing this form, you consent to allow Rensselaer, through a financial institution, to debit your account (upon notice to you) and to use any other lawful means to recover any wage payments to which you are not entitled.

Multiple Direct Deposit:

Employees may choose to deposit their net pay into a maximum of three accounts. It is the responsibility of the employee to clearly indicate and monitor the priority of his or her direct deposits.

Cancellation of Direct Deposit:

Pay will be directly deposited until the financial institution, Rensselaer or the employee cancels the direct deposit.

Cancellation by Rensselaer:

The financial institution receiving the direct deposits may cancel direct deposit. The institution must provide you and the payroll office 30 days written notice of the cancellation. The cancellation will not take effect until Rensselaer processes it.

Direct deposit may be canceled on the effective date of any of the following:

- *Termination of employment
- *Change of financial institution or account information
- *Change to ineligible or inactive status

Cancellation by the Employee:

You may stop participation in direct deposit at any time by notifying the payroll office and completing a new Payroll Direct Deposit Authorization Form. Please follow the instructions to stop a direct deposit. The cancellation may not take effect until the pay period after it is received by Payroll.