

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

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| <b>EMPLOYEE NAME</b> (Last, First, MI)   | <b>RIN</b>   |
| <b>EFFECTIVE DATE:</b> _____   |  |
| <b>FIRST ACCOUNT</b>   |  |
| <b>Account Type:</b> (Select One)<br><input type="checkbox"/> Checking <input type="checkbox"/> Savings<br><b>Type of Transaction:</b><br><input type="checkbox"/> New <input type="checkbox"/> Stop <input type="checkbox"/> Change Amount<br><b>Name &amp; Address of Financial Institution:</b><br><br> | <b>Direct Deposit Options for this account</b> (Check one):<br><input type="checkbox"/> Deposit <b>100%</b> of net pay (single direct deposits only)<br><input type="checkbox"/> Deposit a <b>fixed amount</b> of \$_____ (i.e. \$100.25)<br><input type="checkbox"/> Deposit _____ <b>percentage</b> of net pay (full percentage only, i.e. 25%)                    |
| <b>9-Digit Bank Routing Number:</b>  | <b>Account Number:</b>   |
| <b>SECOND ACCOUNT</b>  |  |
| <b>Account Type:</b> (Select One)<br><input type="checkbox"/> Checking <input type="checkbox"/> Savings<br><b>Type of Transaction:</b><br><input type="checkbox"/> New <input type="checkbox"/> Stop <input type="checkbox"/> Change Amount<br><b>Name &amp; Address of Financial Institution:</b><br><br> | <b>Direct Deposit Options for this account</b> (Check one):<br><input type="checkbox"/> Deposit a <b>fixed amount</b> of \$_____ (i.e. \$100.25)<br><input type="checkbox"/> Deposit _____ <b>percentage</b> of net pay (full percentage only, i.e. 25%).<br><input type="checkbox"/> Deposit remaining amount of net pay after previously selected direct deposits. |
| <b>9-Digit Bank Routing Number:</b>  | <b>Account Number:</b>   |
| <b>THIRD ACCOUNT</b> For additional accounts please attach a separate page   |  |

As a New York State employer, we can pay your wages by direct deposit or check. If you would like your wages directly deposited to a financial institution of your choice, please read and sign below.

If you do not wish to be paid via direct deposit, your wages will be paid in the form of a check.

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**