RENSES LAER POLYTECHNIC INSTITUTE
STUDENT DIRECT DEPOSIT AUTHORIZATION FORM

This form is for STUDENT PAYROLL, BURSAR REFUNDS and any other payments.

Name:_________________________________________________________________

LAST                                         FIRST                                             MI

RIN:__________________________________________________________________

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.

Bank Name:_________________________ Bank Location_________________________
Routing Number:_____________________ Account Number:_____________________

PLEASE CHECK ONE:      SAVINGS:☐     CHECKING  ☐

There have been changes to the payment system rules for direct deposit of payroll. If you receive your payroll via
direct deposit at a U.S. financial institution and then have the entire payroll amount forwarded to a financial
institution in another country please advise the Payroll Department 518-276-6926. There are formatting
requirements for these transactions that the company needs to follow. It will not impact your payroll.

I authorize Rensselaer Polytechnic Institute to direct deposit funds to my account in the financial institution listed
above. If 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 any
of the above information changes, I will promptly complete a new authorization agreement. 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

Identity Validation Signature (Bursar Office or Student Employment Liaison only)

If depositing into a checking account, please attach a voided check.
ATTACH VOIED CHECK HERE

Revised 12/17