

RENSELAER 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: <input type="checkbox"/> CHECKING <input type="checkbox"/>

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 VOIDED CHECK HERE