



EMERSON COLLEGE

Direct Deposit Authorization

Company: Emerson College

ID Number: 04-1286950

I hereby authorize Emerson College to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries made in error to my account. I understand that a pre-note (test file) has to be sent to the bank for verification of information and the direct deposit could take up to two pay periods to take effect.

Provide one of the following required pieces of information to your **checking account**:

a photocopy of an unused check

a voided check

a document from the bank showing your account number AND routing number.

Provide the following required piece of information to your **savings account**:

A document from the bank showing your account number AND routing number.

This authorization applies to the bank account(s) information that is listed below:

1. Bank Name: _____ City/State: _____

Routing/Transit #: _____ Account#: _____

Checking Savings

I wish to deposit: \$ _____ **OR** Entire Net Amount

2. Bank Name: _____ City/State: _____

Routing/Transit #: _____ Account#: _____

Checking Savings

I wish to deposit: \$ _____ **OR** Entire Net Amount

This agreement is to remain in effect until Emerson College has received written notification from me of its termination in such time to afford Emerson College and the above-mentioned Bank a reasonable opportunity to act on it.

Employee Name (please print): _____

Emerson ID #: _____ (9 characters beginning with E)

Administration **Student**

Faculty

Employee Signature: _____ Date: _____

****Please attach a voided blank check(s). No deposit slips for checking accounts will be accepted. Please verify the routing/transit number with your bank for all savings accounts.***

Student Direct Deposit Frequently Asked Questions

1. Where do I get the Direct Deposit form?

- Online at www.emerson.edu/student_employment
- At the Student Service Center

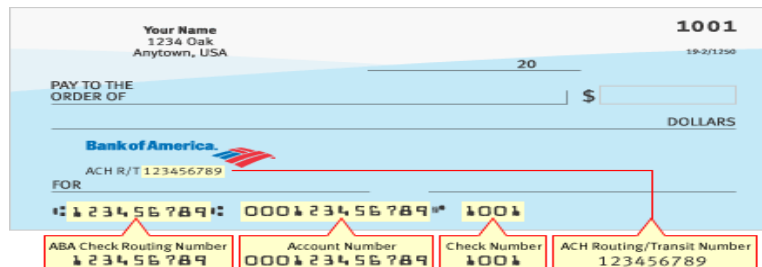
2. How do I submit the Direct Deposit form?

- Forms must be submitted at the Student Service Center, or mailed to the Student Service Center. No faxed or emailed forms will be accepted.

3. What else do I need to submit with the form?

- If you are using a checking account, you must provide **one** of the following:
 - a photocopy of an unused check,
 - a voided check, or
 - a document from the bank showing your account number AND routing number.
- If you are using a savings account, you must provide the following:
 - a document from the bank showing your account number AND routing number.

4. How do I get my account number and routing number to enter on the form?



5. How long until the Direct Deposit is processed?

- Direct Deposit can take up to two **pay periods**
- You will need to pick up your paychecks at the Student Service Center until the direct deposit is in effect.

6. What do I do if I need to change my banking information?

- You will need to submit a new form to the Student Service Center

7. Do I have to sign up for Direct Deposit?

- No, direct deposit is optional. Those who choose not to sign up for direct deposit will still be able to pick up their paychecks at the Student Service Center.

8. Who do I contact with questions or problems?

- The Student Service Center can be reached :
 - In person: 80 Boylston Street, 1st Floor
 - Via phone: 617-824-8655
 - Via email: student_employment@emerson.edu