

# WESTERN STATE COLLEGE OF COLORADO

## Direct-Deposit Authorization

### Instructions:

1. The ACH routing number is the first set of numbers on the bottom of your check, which is nine digits long and identifies your financial institution to the Federal Reserve. **Do not list the routing number from a deposit slip** since it is often an internal-use-only number. If you wish to make a direct deposit to a saving account, ask your financial institution for their ACH routing number.
2. Please list your account number exactly as listed on the bottom of your check; it is the second set of numbers, and may be up to seventeen characters. For deposit to a Credit Union you may need to ask them how to list your account number(s).
3. Amount or Percent. If you wish to deposit to multiple institutions or accounts, the "amount or percent" field refers to the amount or percent of your net remaining after the previous line item that you want put in that account. **The last line item must be listed as 100%.**

Name: \_\_\_\_\_ WSC ID #: \_\_\_\_\_

**Priority 1.** Bank Name \_\_\_\_\_

ACH/Bank routing #	Account #	Type	Amount or Percent
_____	_____	<input type="checkbox"/> Checking	_____
_____	_____	<input type="checkbox"/> Savings	_____
9-Digit # bottom left of check	Number just to the right of the routing #		

**Priority 2.** Bank Name \_\_\_\_\_

ACH/Bank routing #	Account #	Type	Amount or Percent
_____	_____	<input type="checkbox"/> Checking	_____
_____	_____	<input type="checkbox"/> Savings	_____
9-Digit # bottom left of check	Number just to the right of the routing #		

**Priority 3.** Bank Name \_\_\_\_\_

ACH/Bank routing #	Account #	Type	Amount or Percent
_____	_____	<input type="checkbox"/> Checking	_____
_____	_____	<input type="checkbox"/> Savings	_____
9-Digit # bottom left of check	Number just to the right of the routing #		

PLEASE ATTACH YOUR VOIDED CHECK HERE  
OR  
THE DIRECT DEPOSIT PRE-PRINTED CHECK SUPPLIED BY YOUR BANK WITH  
YOUR NEW CHECKS AND SAVINGS FORMS

I hereby authorize Western State College to deposit my net pay directly to my bank account(s) as listed above. Also, I grant Western State College the right to correct any electronic fund transfer resulting from an erroneous overpayment by debiting my account to the extent of the overpayment. I understand I am responsible for notifying Human Resources of any changes in my bank or account number in a timely manner (before the 11<sup>th</sup> of the month). **Please notify Human Resources immediately if the above stated bank accounts are altered in any way.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_