

**BUTLER COUNTY COMMUNITY COLLEGE
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS)**

I hereby authorize Butler County Community College (hereinafter COMPANY) to deposit any amounts owed to me by initiating credit entries to my account at the Financial Institution (hereinafter BANK) indicated below. Further, I authorize BANK to accept and to credit any credit entries initiated by COMPANY to my account. In the event the COMPANY deposits funds erroneously into my account, I authorize COMPANY to debit my account for an amount not to exceed the original amount of the credit.

Please Note: Upon receiving the Authorization Agreement for Automatic Deposits, the Human Resources Office will enter your direct deposit information with your next pay and your direct deposit will be effective with your following pay. We need one pay period to verify your direct deposit information. You will receive an actual paycheck that you will need to cash or deposit.

You have the option of depositing your check into one, two, or three accounts. If you select depositing your funds into a checking account, please attach a "voided" check.

Employee's Bank Account Number(s):

	Bank Transit ABA Number	Account Number	Specified Amount	Full Deposit
Checking	_____	_____	_____	_____

Bank Name _____ Bank Telephone #: _____

Bank Address _____

	Bank Transit ABA Number	Account Number	Specified Amount	Full Deposit
Saving	_____	_____	_____	_____

Bank Name _____ Bank Telephone #: _____

Bank Address _____

	Bank Transit ABA Number	Account Number	Specified Amount	Full Deposit
Other	_____	_____	_____	_____

Please specify type of account: _____

Bank Name _____ Bank Telephone #: _____

Bank Address _____

This authorization is to remain in full force and effect until COMPANY and/or BANK has received written notice from me of its termination in such time and in such manner as to afford COMPANY and/or BANK a reasonable opportunity to act on it.

Please Print Employee's Name _____

Employee's Social Security Number _____

Telephone Number _____

Employee's Signature _____

Date _____

Office Use Only

Entered by

Date