

Rhodes College

Direct Deposit Information

- Your direct deposit will begin two pay periods after the Human Resources Office receives your direct deposit authorization form. **On the first payday, you will receive a check which will need to be picked up from Rhodes Express.** Your bank, however, will be receiving a pre-notification to ensure the accuracy of the bank and account numbers.

- To ensure that your deposit has been made to your account, we will send you an earnings statement on payday to show how much you have earned, a detail of your deduction, and how much has been deposited into your account(s). Your bank will also show the deposit on your monthly statement; some banks will send you a notice of deposit on payday as well.

- If you want to change banks, you must complete a new authorization form. The change will take one pay period during which time you will receive a regular paycheck that may be picked up from Rhodes Express.

- If you want to discontinue the direct deposit service, contact the Human Resources Office and notify them in writing or complete the stop direct deposit portion of the form.

Please contact the Human Resources Office at (901) 843-3750 if you have any questions about direct deposit.



Rhodes College

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Payroll Direct Deposit Program

Authorization Agreement for Direct Deposit

Employee Name _____

Banner ID Number _____ New Enrollment
 Change in banks or accounts

I hereby authorize Rhodes College to deposit my net pay automatically to my account at the financial institution indicated below. I also authorize withdrawal transactions from my account in the event of an overpayment or erroneous deposit.

Employee signature _____ Date _____

Primary Account Direct Deposit To:

Name of bank or financial institution _____

City _____ State _____ Zip _____

This account is a: Checking Account
 Savings Account

Secondary Account Direct Deposit To:

Name of bank or financial institution _____

City _____ State _____ Zip _____

This account is a: Checking Account
 Savings Account

Fixed \$ Amount _____

Stop Direct Deposit

_____ I hereby request that Rhodes College stop my Direct Deposit Benefit.

Please attach a voided check to this form.