

## Vermont State Colleges Direct Deposit Authorization

(See instructions on back)

I hereby authorize and request Vermont State Colleges, hereinafter called VSC, to make payments of all amounts owed to me for wages by initiating credit entries to my account(s) indicated in the bank(s) named below, hereinafter called BANK(s) and I authorize and request to accept any credit entries initiated by VSC to such account without responsibility for the correctness thereof.

It is understood that this agreement may be altered by me at any time by written notification to VSC or BANK(s). Any such notification to VSC shall be effective only with respect to entries initiated by VSC after receipt of such notification and a reasonable opportunity to act on it. Any such notification to BANK(s) shall be effective only with respect to entries credited to my account by BANK(s) after such receipt of such notification and a reasonable time to act on it.

Tran #	Bank Name & Address	Your Bank Account #	Bank's 9 Digit Transit/ Routing Number										Checking Or Savings	Amount OR All OR Remainder
Ex.	Community Federal Bank 19 Main St. Waterbury, VT 05676	1351203138	1	2	4	6	3	4	5	0	8	Checking	All	
1.														
2.														
3.														
4.														

*Note: To ensure accuracy, please attach either a voided check or a blank receipt slip for each account listed.*

Please e-mail my payroll stub directions to: \_\_\_\_\_  
*For example: [smithj@quark.vsc.edu](mailto:smithj@quark.vsc.edu) or [john0023@hotmail.com](mailto:john0023@hotmail.com)*

Employee Name: \_\_\_\_\_  
Please Print Social Security Number

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed and signed form to:** VTC Business Office, P.O. Box 500, Randolph Center, VT, 05061.

## Instructions for Direct Deposit Authorization

1. Read the top two paragraphs
2. Complete Bank Account Information:

	a.	b.	c.	d.	e.
Tran #	Bank Name and Address	Your Bank Account Number	Banks 9 Digit Transit/Routing Number	Checking or Savings	Amount OR ALL OR Remainder
Ex:	Community Federal Bank 19 Main Street Waterbury, VT 05676	1351203138	1 2 4 6 3 4 5 0 8	Checking	All

Column a. Enter the bank name and address for each account you are depositing into.

Column b. Enter the account number for each account you are depositing into. Consult your bank if you are unsure of the account number. For Vermont State Employees Credit Union Members, see special instructions.

Column c. Enter the bank's 9 digit Transit/Routing number for each account you are depositing into.

Column d. Indicate whether this is a checking or savings account.

Column e. Enter the amount you want deposited into this account.

- If you are depositing into only one account, enter ALL.
- If you are depositing into more than one account, indicate the specific dollar amount into each account. You must indicate which account should get the balance of your deposit by entering REMAINDER
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***Note to members of the Vermont State Employees Credit Union: If you currently direct a Credit Union deposit to multiple accounts (savings, checking, loans), special instructions are available from the Payroll office.***