



DIRECT DEPOSIT ENROLLMENT/CHANGE FORM

Direct Deposit is the electronic transfer of your current payroll amount from Boston College to the designated account(s) in the bank(s) or credit union(s) of your choice.

Complete the required information below to enroll in or change your current direct deposit at Boston College. Insert the dollar (\$) or percent (%) amount to be deposited into the first (primary) account. The remainder of net earnings will automatically be deposited into the secondary account. You will be able to deposit your pay into savings and/or checking accounts in one or two banks/credit unions.

The following documents must be attached to this form:

- Copy of voided check(s) for checking account(s) in which payroll amount(s) are to be deposited

I. Employee Information			
Last Name		Eagle ID	
<input type="text"/>		<input type="text"/>	
First Name			
<input type="text"/>			
I am a <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly paid employee			Telephone extension: <input type="text"/>
II. Direct Deposit Information			
Primary Account:			
Type of Account	Bank/Credit Union Name	Routing Number	<input type="text"/>
<input type="checkbox"/> Checking	<input type="text"/>	Account #	<input type="text"/>
<input type="checkbox"/> Savings	\$ of Net Pay	% of Net Pay	All of Net Pay
	<input type="text"/>	or <input type="text"/>	or <input type="checkbox"/>
Secondary Account: (If you did not deposit your entire payroll amount into the account specified above, the remainder will be deposited into this account.)			
Type of Account	Bank/Credit Union Name	Routing Number	<input type="text"/>
<input type="checkbox"/> Checking	<input type="text"/>	Account #	<input type="text"/>
<input type="checkbox"/> Savings			

III. Authorization

I authorize Boston College to deposit any payroll amounts owed to me to my account(s) at the depository institution(s) listed below. I authorize Boston College to debit my account only for the purpose of correcting an amount erroneously credited to my account. I understand it is my responsibility to verify that payments issued by Boston College have been credited to my account(s) before attempting to draw on the funds. I understand that this authorization will remain in effect until I change my account number(s) and notify Boston College in writing by completing a Direct Deposit Enrollment/Change Form.

Signature: _____ Date: _____

IV. Employee Expense Reimbursement

In addition, all employee travel and expense reimbursements paid by the Accounts Payable Department will be deposited to your primary bank account.

Note: Direct Deposit may not become effective for at least one paycheck after this change is processed.