

Effective September 1, 2003, Midway College implemented mandatory direct deposit for all employees, including adjunct instructors. Direct deposits can be made to checking, or savings accounts, and can also be split between two or more accounts. **Please complete the attached form, and attach a void check. Do not send a deposit slip.** We cannot use a deposit slip because the routing numbers are often internal routing numbers.

If you do not have a bank account - please contact Anne Cockley, Director of Human Resources, (x5408) immediately.

DIRECT DEPOSIT AUTHORIZATION

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT (ACH CREDITS)

COMPANY NAME Midway College COMPANY ID NUMBER 61-0444708

I hereby authorize FCB Services hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my:

checking account

savings account

indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

DEPOSITORY NAME _____

CITY _____ STATE _____ ZIP _____

TRANSIT/ABA NO. _____ ACCOUNT NO. _____

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. Please attach a voided check.

NAME (please print) _____

DATE _____ SIGNED _____

**** CHECK COPY REQUIRED ****