

ALMA COLLEGE PAYROLL DIRECT DEPOSIT ELECTION FORM

Alma College employees (faculty, staff, and students) have the option of receiving pay via direct deposit or on a payroll debit card. Paper checks will not be issued for payroll earnings. Complete this payroll earnings election form to choose the method with which you wish to receive your pay. **If no form is received a payroll debit card will be ordered for the employee. Please attach a voided check or savings deposit form to this form.** You may change your election at any time by completing a new election form. Submit your completed form to the Alma College Payroll Office.

Please clearly print your name

Employee ID or last 4 digits of social security number

Employee Signature

Date

I choose to receive my payroll earnings from Alma College as follows (select only one option):

Direct deposit (if this option is selected, complete the below information and attach a voided copy of a check if available):

First Bank Name

Bank Routing Number

First Account Number

Dollar Amount

Note "Entire Earnings" if deposit goes to one bank account

Type of Account

Savings, or

Checking

Check here if you would also like this account added to **Accounts Payable for Refunds and Reimbursements. Not available when the refund is the result of a Parent PLUS loan.**

Second Bank Name (if applicable)

Bank Routing Number

Second Account Number

Amount

REMAINING

Type of Account

Savings, or

Checking

Payroll debit card **PLEASE SPECIFY DELIVERY ADDRESS**

This option is only available for Payroll Earnings.

or

Deliver card to payroll office