

**THE COLLEGE OF WILLIAM AND MARY / VIMS
PAYROLL DIRECT DEPOSIT AUTHORIZATION**

Name (Please print or type)	Social Security Number
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Please indicate the department and location where your Direct Deposit stub should be mailed each pay period:

Department	Location
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Please indicate the type of transaction you are requesting:

You may have a total of two Direct Deposits.

1. Deposit	<input type="text" value="Enter a dollar amount or 'my net pay'"/>	each pay period into my	<input type="text" value="Select account type"/>	account with	<input type="text" value="Financial Institution"/>
2. Deposit	<input type="text" value="Enter a dollar amount or 'my net pay'"/>	each pay period into my	<input type="text" value="Select account type"/>	account with	<input type="text" value="Financial Institution"/>

If depositing into a checking account, please attach a voided check.
(it must include your pre-printed name and address)

If depositing to a Credit Union or into a savings account, please attach one of the following:

A completed direct deposit sign-up form 1199-a (available from your financial institution)

or

Correspondence from your financial institution listing your account and their routing number

Note: The information requested is necessary to identify your account and your financial institution's routing number.

I hereby authorize the College of William and Mary to initiate credit entries (deposits) and, if necessary, debit entries and adjustments for any credit entries made in error, to my account(s) listed above. To ensure proper distribution of my pay, I agree to immediately notify the Payroll department of any changes to this information. This direct deposit request will remain in effect until I notify, in writing, the Payroll department to terminate it, or until my employment with the College is terminated.

Signature

Date

Return this form to:
The College of William and Mary
Payroll Office
P.O. Box 8795
Williamsburg, VA 23187-8795