



Direct Deposit Authorization Form

Last Name	First Name	M.I.	SSN	Email
Street Address	City	State	Zip	Telephone

Bank Information

Bank Name:	Financial Institution	Branch
Bank Address:	Number & Street	City, State, Zip
Bank Routing Number:	(The 9-digit bank routing number may be located at the bottom left corner of your check or verify the number with your bank)	
Depositor Account Number:	<input type="checkbox"/> Checking (attach a voided check) <input type="checkbox"/> Savings <input type="checkbox"/> Other	

I hereby authorize the Coastal Bend College Business Office to provide for direct deposit of any salary or wages due me, less any mandatory or authorized withholding or deductions therefrom, in the above designated account. If at any time the amount of salary or wages so deposited exceeds the amount of salary or wages actually due and payable to me, I hereby authorize Coastal Bend College to either:

- (a) Withhold a sum equal to the overpayment from future salary or wages; or
- (b) Recover such overpayment from the above-designated account.

I acknowledge that no attempt to recover the amount of over paid funds will take place without first attempting to notify me. If the College is legally obligated to withhold any part of my wage or salary payment for any reason, or if I no longer meet eligibility requirements for the Direct Deposit program, I understand that Coastal Bend College may terminate my enrollment in the program. If any action taken by me results in nonacceptance of a direct deposit by the designated financial institution, I understand that the College assumes no responsibility for processing a supplemental salary or wage payment until the amount of the nonacceptance deposit is returned to the College by the financial institution.

Signature

Phone Number

Date

Attach a preprinted voided check for checking accounts and/or deposit slips for savings accounts here in this area if requesting direct deposit.

(Direct Deposit cannot be processed without this.)

(Payroll earnings statements are distributed through campus mail)