

# EMPLOYEE

## Authorization Agreement for Automatic Deposits

I hereby authorize HILLSDALE COLLEGE to make deposits from time to time in the account identified below at \_\_\_\_\_ and authorize my Financial Institution to accept these deposits. Adjusting entries to correct errors are also authorized. It is agreed that these deposits and adjustments made electronically and under the Rules of the Michigan Automated Clearing House Association. This authorization remains in effect until written notice of termination is given to Hillsdale College. I also understand that it is my responsibility to verify that payments have been credited to my account(s) and that Hillsdale College assumes no liability for overdrafts for any reason.

Please Allow at least 3 weeks for processing this request.

Account # \_\_\_\_\_ Checking  Savings  Fixed amount \$ \_\_\_\_\_ or Total Deposit   
Account # \_\_\_\_\_ Checking  Savings  Fixed amount \$ \_\_\_\_\_ or Total Deposit   
Account # \_\_\_\_\_ Checking  Savings  Fixed amount \$ \_\_\_\_\_ or Total Deposit

I agree that I would like to select the "paperless" option and view my earnings statement each pay period on Web Advisor.

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Name of Bank	Nine digit Bank Routing Number	Account No. to Credit
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Printed Name of Authorizing Party

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Address	City	State	Zip
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Signature of Authorizing Party	Date
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- **Checking account:** Staple a voided check to the bottom of this form.
- **Savings account:** Contact your financial institution to obtain its transit routing number

The image shows a voided check from ANYOLD BANK. The check is marked "VOID" in large diagonal letters. The payee is John Smith and Mary Jones, 1000 Prairieview Lane, Anyplace, WI 54321. The check is payable to the order of \_\_\_\_\_ for \$ \_\_\_\_\_ DOLLARS. The routing number is 202020086 and the account number is 1234. A box with an arrow pointing to the check number area says "Do not include the check number." The check number is 15-000000000. The MICR line at the bottom is |250250025| 202020086 1234.