

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS  
(ACH CREDITS & DEBITS)**

I hereby authorize Shorter College to initiate CREDIT entries, which move money into my account according to the payroll schedule and other conditions to which Shorter College and I have agreed, as well as DEBIT entries to reverse any transactions originated to my account in error.

**NAME:**

\_\_\_\_\_  
**(Please print)**

I hereby authorize Shorter College to direct deposit my net pay each payroll period into the checking account at the bank on the attached voided check.

I hereby authorize Shorter College to direct deposit the following designated amount each payroll period to the savings account at the bank on the attached voided check. The amount to be deposited into the savings account is \$\_\_\_\_\_.

**Any request to change the designated dollar amounts to be deposited and/or changes in your banking information must be presented in writing to the Human Resources Department at least one week prior to the next payroll cycle.**

**[ \*Please attach a VOIDED CHECK here. ]**

This direct deposit authorization is to remain in effect until the Human Resources Department has received written notification of your request to terminate your participation in direct deposit.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_