

Authorization Agreement for Automatic Deposit (ACH Credits)

Signing up for direct deposit is not mandatory. If you choose the direct deposit option, you have the right to rescind this authorization by notifying the Business Office in writing. To have your payroll funds directly deposited to your bank account(s), your Bluffton University account balance must be **paid in full** unless prior arrangements have been made with the Business Office, and all work contracts must be **signed and submitted** to the Financial Aid Office.

Employer Name: Bluffton University

Location: Bluffton, OH

I hereby authorize my EMPLOYER, Bluffton University, to initiate credit entries and to initiate, if necessary, debit entries and adjustments or any credit entries in error to my (our) account or accounts listed below.

FINANCIAL INSTITUTION NAME	*TRANSIT/ABA# (ROUTING #)	ACCOUNT#	TYPE OF ACCOUNT
1. _____	_____	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Location: _____		**% _____	Amount \$ _____
2. _____	_____	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Location: _____		**% _____	Amount \$ _____
3. _____	_____	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Location: _____		**% _____	Amount \$ _____

The authority is to remain in full force until Bluffton University has received written notification from me (or either of us) of its termination in such timely manner as to afford Bluffton University and the FINANCIAL INSTITUTION a reasonable opportunity to act on it.

PRINT NAME: _____ ID NUMBER: _____

DATE: _____ SIGNATURE: _____

* Nine digit routing number that appears on the bottom of a check.

** This is where you designate either a percentage of pay or fixed amount – depending on how your payroll system functions. Percentage must add up to 100%.