

# PAYROLL – Direct Deposit Authorization



Name
Badger ID #
Phone #
E-Mail

Bank or Credit Union Name _____		
Bank Routing # _____ <small>Must be 9 digits</small>	Account # _____ <small>This is NOT the 16-digit debit card number</small>	
<input type="checkbox"/> Checking Account	<input type="checkbox"/> Savings Account	Specify Amount \$ _____ or Percent ____%
<input type="checkbox"/> Add Accounts Payable (expense & financial aid refunds, etc.)    ↑ If not specified, default option is 100%		

Optional additional account:

Bank or Credit Union Name _____		
Bank Routing # _____ <small>Must be 9 digits</small>	Account # _____ <small>This is NOT the 16-digit debit card number</small>	
<input type="checkbox"/> Checking Account	<input type="checkbox"/> Savings Account	Specify Amount \$ _____ or Percent ____%
<input type="checkbox"/> Add Accounts Payable (expense & financial aid refunds, etc.)    ↑ If not specified, default option is 100%		

I authorize Snow College to deposit payroll funds to my account(s) as shown above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form by mail, intercampus mail or drop in person. Email or fax requests will not be accepted.

Mail: Snow College – Payroll Office  
150 E College Avenue  
Ephraim, UT 84627

Ephraim Drop: Noyes Building – Payroll Office #221  
or Greenwood Student Center - Cashiers  
Richfield Drop: Administration Building – Cashiers

Call: 435.283.7056 or 435.283.7069 for questions

DEADLINES IN ORDER TO ASSURE UPDATES ARE PROCESSED BEFORE THE NEXT PAYROLL:

Full time employees – 20<sup>th</sup> of the month

Student/hourly employees – 5<sup>th</sup> of the month