

DIRECT DEPOSIT AUTHORIZATION FOR PAYROLL CHECKS

TO: Payroll Department

FROM: _____
Print Name

School/Department

Telephone Number *

Checking Savings Change/Additional Account

I authorize my employer, California Institute of the Arts to initiate credit entries (deposits) and if necessary, debit entries and adjustments for any credit entries in the account(s) indicated below. I also authorize the Financial Institution/Bank indicated below to credit and/or debit the same to such accounts(s). I am attaching my voided check/Bank printout to establish the direct deposit, if there is no attachment this direct deposit authorization will be pre-noted, resulting in a paper check until JPMorgan Chase Bank accepts the authorization.

- 1) Routing No. _____ Acct No. _____ Fixed \$ Amt. _____ Financial Institution/Bank: _____
- 2) Routing No. _____ Acct No. _____ Fixed \$ Amt. _____ Financial Institution/Bank: _____
- 3) Routing No. _____ Acct No. _____ Fixed \$ Amt. _____ Financial Institution/Bank: _____

I understand that by authorizing the direct deposit of my paycheck to my checking or savings account, it may take up to 72 hours from the California Institute of the Arts payroll date for the deposit to be made to my account. I also understand it is my responsibility to verify with my bank that the deposit has cleared before I write checks against the deposit.

I will not hold California Institute of the Arts or JPMorgan Chase Bank responsible for expenses that I may incur for deposits that have not been credited to my account. California Institute of the Arts and JPMorgan Chase Bank will make every effort to have deposits credited promptly. If there is a problem with a deposit not being credited, California Institute of the Arts and JPMorgan Chase Bank will investigate the problem immediately upon receipt of written notice that a deposit has not been credited to the account.

Signed Date

***Please provide a phone number so that Payroll can call to verify your account & routing number.**