

**ALBRIGHT COLLEGE
OFFICE OF HUMAN RESOURCES**

The college provides an opportunity to have your payroll check automatically deposited to your checking or savings account through your home or local banking institution. You may sign up for direct deposit through the Office of Human Resources which then provides you immediate access to your money each payday. If you are interested in direct deposit and you do not have a checking or savings account you may open an account at your hometown bank or one of the Reading banks. If you select direct deposit be aware that:

- Your first check is a “live” check and your second check will be direct deposited
- If you change banks or close the account you must complete a new direct deposit form, as your money will not automatically be transferred to a new bank.

We encourage you to consider direct deposit for your paycheck. If interested, please complete the attached form and return it to me in the Office of Human Resources. If you have questions you can contact me at 610-921-7626.

Please complete the direct deposit form and send it to the Office of Human Resources



**ALBRIGHT COLLEGE
DIRECT DEPOSIT FORM**

I authorize Albright College to initiate credit entries (a deposit) and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my Checking _____ Savings _____ account and banking institution indicated below. The credit entries to the stated account will be in the amount of 100%.

Bank Name: _____

City _____ **State** _____ **Zip Code** _____

Bank Transit/Routing Number _____ **Account No.** _____
(First group of numbers on lower left corner of the check.)

Authority for this action remains in effect until Albright College receives written notification of its termination in a timely manner to facilitate action by the college.

Name _____ **Social Security Number** _____
Print

Date _____ **Signed** _____

IF YOU CHANGE YOUR BANKING INSTITUTION, YOU MUST NOTIFY ALBRIGHT COLLEGE OF THE CHANGE AS SOON AS POSSIBLE and YOU MUST COMPLETE ANOTHER DIRECT DEPOSIT FORM. YOUR DIRECT DEPOSIT WILL NOT AUTOMATICALLY BE SENT TO THE NEW ACCOUNT.