

Concordia University

SEWARD, NEBRASKA

STUDENT PAYROLL POLICY:

Concordia University has established Direct Deposit of pay as its form of payment to student employees. The first pay event for student employees is always by check. Thereafter, pay is by Direct Deposit.

As a student employee, YOU are responsible for notifying the payroll office (Weller #19), regarding any changes to bank information for direct deposit purposes.

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT STUDENT PAYROLL

Concordia University
800 North Columbia Avenue
Seward, NE 68434
TAX ID 47-0378777

I hereby authorize **Concordia University** to initiate direct deposit of payroll entries into the following bank account:

Name of Bank: _____

City: _____ State: _____

Transit/Routing #: _____ Account #: _____

Checking Savings

PLEASE ATTACH A VOIDED CHECK/SAVINGS SLIP BELOW.

XXXXXXXXXX
/ /
Transit/Routing #

XXXXX.....
/ /
Account #

I further authorize Concordia University to initiate such changes to my account as may be necessary to correct any erroneous direct deposit payroll entries previously initiated thereto. I authorize the Depository Institution to accept and to credit or debit the amount of such entries to my account.

This authority is to remain in full force and effect until Concordia University has received written notification from me of its termination in such time and in such manner as to afford Concordia University a reasonable opportunity to act on it and in no event shall it be effective with respect to entries processed by Concordia University prior to receipt of notice of termination.

The undersigned hereby agrees that all entries initiated hereunder are to be governed in all respects by the rules of the Mid-America Automated Clearing House Association and National Automated Clearing House Association Rules as now or hereafter are in effect and agrees to be bound thereby.

EMPLOYEE NAME: _____

SIGNATURE: _____

DATE: _____

CONCORDIA UNIVERSITY by: _____

DATE: _____