

**LANE COMMUNITY COLLEGE
PAYROLL DIRECT DEPOSIT AUTHORIZATION**

☐ New Request ☐ Cancel Existing ☐ Change Existing

Direct deposit changes and new requests take one (1) full pay period to take effect. Therefore, you will receive a paper check while your account is validated through the prenote process.

L#: _____ Home Phone: _____
Name: _____ Work Phone: _____
SS#: _____ Email: _____

WE ARE UNABLE TO PROCESS INCOMPLETE FORMS

- Please fill out the form in its entirety.
- Staple a voided check to this form for the setup of all checking accounts.
- For checking accounts, the bank routing number is the first 9 digits listed on the bottom of your check. For savings accounts, please contact your bank to obtain the routing number.
- For multiple accounts, please list them in the order of funding preference.
- If this is a change to an existing authorization, please complete the entire form as though you are setting it up for the first time.
- Sign, date and return the form to Human Resources.

Bank Name: _____ Account Type: ☐ Checking
Bank Routing #: _____ ☐ Savings
Account #: _____
\$ _____ -or- _____ % of your net pay to be deposited into this account

Bank Name: _____ Account Type: ☐ Checking
Bank Routing #: _____ ☐ Savings
Account #: _____
\$ _____ -or- _____ % of your net pay to be deposited into this account

Bank Name: _____ Account Type: ☐ Checking
Bank Routing #: _____ ☐ Savings
Account #: _____
\$ _____ -or- _____ % of your net pay to be deposited into this account

Signature _____

Date _____

Payroll Office Use Only

Entered by: _____ Date: _____