

Direct Deposit Form

Please Complete the Direct Deposit Information Below:

1. Sign and date this form.
2. Print your name and social security number as it appears on your Social Security Card.
3. For direct deposit into a checking account, attach a **Voided Check** (deposit slips are **not acceptable**) from the bank/institution where you have an established account. (**Do not destroy numbers at the bottom of the check when voiding**).
4. For direct deposit into a savings account or without a voided check, attach a **Certification Document** (deposit slips are **not acceptable**) from your bank/institution that lists the appropriate routing and account numbers. (Sample attached)
5. Return this form and any attachments to the Jasper Campus Business Office or employment@bscc.edu.

Signature (Authorization)

Date

Print or Type Name

Social Security Number

Direct Deposit: Multiple Accounts

FINANCIAL INSTITUTION INFORMATION (to be completed by a representative of the financial institution)

1st Financial Institution _____

Bank Routing No. _____

Depositor Account No. _____

Deposit Amount _____ (\$\$\$ or balance)

Name on Account _____

2nd Financial Institution _____

Bank Routing No. _____

Depositor Account No. _____

Deposit Amount _____ (\$\$\$ or balance)

Name on Account _____

SSN OR Employee # _____

Signature (Authorization)

Date

Print or Type Name



For Direct Deposit Without a voided check:

FINANCIAL INSTITUTION INFORMATION (to be completed by a representative of the financial institution)

Financial Institution _____

Bank Routing No. _____

Name on Account _____

Soc. Sec. No. _____

Depositor Account No. _____

Financial Institution Certification:

Name of Representative _____

Signature of Representative _____

Date _____