



Authorization Agreement for Automatic Payroll Deposit

MIDFLORIDA Federal Credit Union is processing all ACH (Automated Clearing House) direct deposits to any financial institution for Florida Southern College employees. This applies to the employees who choose to have their payroll checks automatically deposited through direct deposit with MIDFLORIDA Federal Credit Union, or any other financial institution that can accept ACH receipts.

Instructions and Policy for completing a Payroll Direct Deposit Request

1. To allocate your direct deposit to **one account**, fill out Box #1 – (Mark the box for “Full Amount”).
2. To allocate direct deposit to **more than one account**, fill out Box #1 and Box #2. (Mark the “Remainder Amount Box.”)
3. **Important** - The information on this form completely replaces your existing direct deposit information.
4. Return the completed form with a **voided check** to the Florida Southern College Human Resources department. For questions call the FSC payroll department at 680-6100.
5. **Employees are responsible for confirming their payroll deposit with their financial institution(s).**
6. **PLEASE NOTE:** if direct deposit form is not completed and received a LIVE check will be issued. In the event the College has to issue a Stop Payment request on a paycheck, the College will pay the fee charged to the College by the College’s financial institution for the first stop payment only. Any further stop payment fees incurred by the College for a stop payment on a check will be charged to the employee.
7. Electronic pay statements are available to employees on the FSC Portal.

AGREEMENT - I hereby authorize Florida Southern College to initiate credit entries and, if necessary, debit entries and adjustments to my account at the financial institution(s) named below.

BOX #1	<input type="checkbox"/> Full Amount of Check	OR	<input type="checkbox"/> Remainder Amount (place “specific dollar amount” in Box 2)
Financial Institution: _____			
9-Digit Routing Number: _____ Account Number: _____			
<input type="checkbox"/> Savings or <input type="checkbox"/> Checking (attach a voided check)			

BOX #2	<input type="checkbox"/> Specific Dollar Amount \$ _____
Financial Institution: _____	
9-Digit Routing Number: _____ Account Number: _____	
<input type="checkbox"/> Savings or <input type="checkbox"/> Checking (attach a voided check)	

Electronic pay statements are available to employees on the Portal.

Check here to receive a printed pay statement.

Employee Name: _____ FSC ID #: _____
(Please print)

Signature: _____ Date: _____