

Marist College Direct Deposit Enrollment Form

New Direct Deposit Account Change Bank Change Discontinue Direct Deposit

Bank Name: _____

Routing Number

Account Number

Checking or Savings

Employee Signature

CWID

Date

Email Address: _____

Student Employee
 Employee

Pre-Note Process: The pre-note process is for all new direct deposits and account or bank changes. Once this form is filled out it can take up to 2 pay periods for your direct deposit to become effective. Until that time you will continue to receive a live check.

By this agreement, made between _____ (employee) and Marist College, the parties agree to the following:

As required by the Federal Office of Foreign Asset Control, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately

I authorize Marist College to initiate credit entries to my account with a designated Receiving Bank, and I authorize the Receiving Bank to accept any credit entries initiated by Marist College to such account and credit same to such account. I further authorize Marist College to initiate correcting (debit) entries to my account in the event of overpayment made in error.

I agree to hold Marist College harmless in the event that the said credit entries are not available to me through my Receiving Bank on the scheduled effective date. Marist College will not be responsible for any bank fees or service charges imposed as a result of the credit entry not posted to my account on time.

This Agreement shall be legally binding and irrevocable on both parties while employment continues.

I agree to notify the Payroll Office 30 days in advance if I decide to close my bank account with the Receiving Bank and initiate a new account with the same or different Receiving Bank.

In the event that Marist College should impose a charge for this service, I agree to pay for this charge through payroll deduction upon 60 day written notification by Marist College; I do hereby authorize this deduction.