



Endicott College Direct Deposit Form

WE CANNOT ACCEPT THIS FORM UNLESS VERIFICATION OF YOUR ACCOUNT# AND ROUTING# IS ATTACHED. A screenshot taken from your online banking, a Deposit Form from your bank, or a letter from your bank with these numbers typed out (**not handwritten**) are all acceptable. If you are unsure how to access any of these, please contact your bank.

Name: _____

ID Number: _____

Account #1

Bank Name: _____

Bank Routing Number: _____

Account Number: _____

Account Type*: _____

Amount**: _____

**Checking or Savings*

****Amount can be 100% of net pay or a specific amount. If you have Direct Deposit for two accounts, one account must be for a specific dollar amount. The second account must be "net amount".**

Account #2 (IF APPLICABLE)

Bank Name: _____

Bank Routing Number: _____

Account Number: _____

Account Type*: _____

Amount: _____

Please initiate direct deposit to the account(s) above.

I understand that a new direct deposit typically takes 1 to 2 pay periods before the funds will be deposited in my account(s).

Employee signature: _____ Date: _____

If you have any questions, please contact Tara Cusick at tcusick@endicott.edu or 978-232-2338