Direct Deposit Change and Cancellation Form

Authorization Agreement

I hereby authorize Columbus State Community College to initiate automatic deposits to my account(s) at the financial institution named below. I also authorize Columbus State Community College to make withdrawals from this account(s) in the event that a credit entry is made in error.

Further, I agree not to hold Columbus State Community College responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account(s).

This agreement will remain in effect until Columbus State Community College receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account Information

Routing Number: __________________________ Account Number: __________________________

Cancel Bank: ___________________________ Checking ☐ Savings ☐
Routing Number: __________________________
Account Number: __________________________

Add New Bank: ___________________________ Checking ☐ Savings ☐
Routing Number: __________________________
Account Number: __________________________ Amount: __________

Signature

Authorized Signature (Primary): ___________________________________________ Date: __________
Authorized Signature (Joint): ___________________________________________ Date: __________
Employee Phone: ___________________________ Employee Email: ___________________________
Employee Cougar ID: ___________________________

Please attach a voided check or a letter from the bank for new accounts and return this form to the Payroll Department, RH 227, or call the Payroll Office at (614)-287-5617 for more information.

The changes above may take up to two pay cycles. You will need to pick up a paper paycheck from the Cashier’s Office, Rhodes Hall 2nd floor while your new account is being pre-noted.

________________________________________ Payroll Use Only
Received by __________ Date __________ Processed by __________ Date __________

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