

**Luther College  
Payroll Office  
700 College Drive  
Decorah, IA 52101  
563-387-1135  
email: [luzumsue@luther.edu](mailto:luzumsue@luther.edu)**

**Attention Work Study Students** – This form authorizes Luther College to deposit your work-study earnings directly to your checking or savings account. A direct deposit advice will be sent to your SPO to indicate a direct deposit has occurred.

Students with a work credit plan also need to complete the direct deposit form. After the work credit plan and student account are paid in full, the remaining work-study earnings will be direct deposited into your personal bank account.

Please complete and return this form to the Luther College Payroll Office. Faxed or electronic copies of this form will not be accepted. If you have questions, please contact Sue Luzum at 563-387-1135 or [luzumsue@luther.edu](mailto:luzumsue@luther.edu).

**Student Work Study Direct Deposit Authorization**

By signing this form, I authorize Luther College to direct deposit my student work earnings into the checking or savings account I have indicated below. In the event of an error, I also authorize Luther College to direct my bank to return any deposited funds to which I was not entitled to by debiting my checking/savings account.

Student Name (printed) \_\_\_\_\_

Student ID \_\_\_\_\_ Luther email address \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank City & State \_\_\_\_\_

Bank Phone \_\_\_\_\_

Checking or Savings (circle one) Account Number \_\_\_\_\_

If the account is a checking account, **attach** a voided check to this form.

If the account is a savings account, **attach** a deposit slip with the encoded account number.

Contact the payroll office for additional types of documentation if you do not have a voided check or deposit slip with an encoded account number.

*If I close the above checking/savings account, I must give updated information to Luther College Payroll Office at least two weeks prior to the pay date.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**You will receive a confirmation email from the payroll office indicating the effective date of the direct deposit.**