

Luther College Student Authorization for Electronic Deposit

This form authorizes Luther College to deposit your payroll earnings and your student account refunds directly to your checking or savings account. For Refunds: An e-check advice will be emailed to your Luther email to indicate a direct deposit has occurred. For Payroll: A payroll direct deposit advice will be available on my.luther.edu to indicate a direct deposit has occurred.

By signing this form, I authorize Luther College and the financial institution listed below to initiate electronic entries into the indicated checking or savings account. 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 by debiting my checking/savings account.



Student Name (printed) _____ Student ID _____

Bank Name _____ 9 Digit Routing Number _____

Checking Savings Account Number _____

If possible, please include a voided check (for a checking account) or deposit slip (savings account only).

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 _____

Inaccurate bank account information will result in a delay in payment. Note: a member ID number for a credit union is not the bank account number. Do not use the routing number that is listed on a **deposit slip** for a **checking account**. A debit card number is not the same as a bank account number. **If you have any questions regarding bank account information, please call the Payroll Office for assistance.**

- Don't use account for payroll checks
- Don't use account for student refunds

OFS USE ONLY	
EPOV	_____
BAIE	_____
EDDP	_____ CRI_____

Choosing to receive physical checks *will* result in a delay. Students are required to stop by the OFS window between 9:00-4:00 with their student ID to retrieve their checks.

Luther College – Payroll Office
700 College Drive, Decorah IA 52101 (563) 387-1135 payroll@luther.edu

For Office Use Only

Identity Confirmed by: _____

Email Confirmation Sent by: _____

Date: _____ Time: _____