

New Hampshire **INSTITUTE** of Art

DIRECT DEPOSIT FORM

The New Hampshire Institute of Art is pleased to offer direct deposit of employee paychecks to the financial institution (s) and account(s) of your choice. To arrange for direct deposit, please complete the following:

- ___ complete the employee portion of this form; and
- ___ attach a voided personal check and/or personalized deposit slip to this form to verify your account number and bank routing number; and
- ___ return the completed form to the Payroll Department for processing.

****NOTIFY PAYROLL IMMEDIATELY IF YOU CLOSE OR CHANGE FINANCIAL INSTITUTION ACCOUNT/INFORMATION****

TO BE COMPLETED BY EMPLOYEE

___ **New Enrollment** ___ **Cancel Enrollment** ___ **Change Amount to Established Account**

ACCOUNT TYPE: ___ Checking ___ Savings _____ Full Net Pay _____ Partial Amt

FINANCIAL INSTITUTION: _____ (name and address)

ACCOUNT #: _____ BANK ROUTING #: _____

ACCOUNT TYPE: ___ Checking ___ Savings _____ Full Net Pay _____ Partial Amt

FINANCIAL INSTITUTION: _____ (name and address)

ACCOUNT #: _____ BANK ROUTING #: _____

The authority is to remain in full force and effect until the company has received written notification from me of its termination in such time and in such manner as to afford the company and depository a reasonable opportunity to act on it.

I hereby authorize NHIA to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository name(s) below, hereinafter called depository, to credit and/or debit the same as such:

NAME: _____ XXX-XX- _____
(Please print your name as it appears on your account) (Last 4 digits of Social Security #)

EMPLOYEE SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY PAYROLL

Date form received: _____
Date information entered in to ADP: _____
Copy for payroll records/Original to employee personnel file