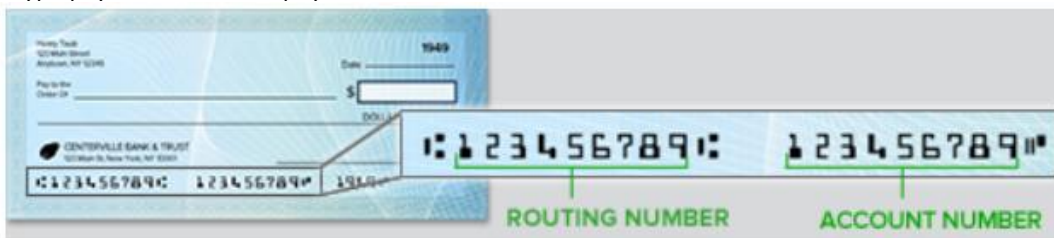




# DIRECT DEPOSIT AUTHORIZATION AGREEMENT

- I hereby authorize Cairn University to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my (checking or savings account(s) indicated below and the financial institution(s) named.
- I understand that this authorization remains in full force and effect until Cairn University has received written notification from me of its termination in such time and in such manner as to afford Cairn University and my financial institution a reasonable opportunity to act on it.
- I understand that, if I change financial institutions or accounts for my direct deposit, I must provide advance notice to the department of Human Resources to update my payroll records. Such notice shall be made as quickly as known, and no later than the Friday prior to the pay date that will be affected by the change. A \$15.00 penalty will be deducted from my pay amount, if charged by the financial institution due to the direct deposit failure.
- I understand that, in the absence of a valid direct deposit authorization agreement, my pay will be issued on a debit-type pay card, and not a physical check.



### PRIMARY ACCOUNT

*If this is your only account, all of your pay will be deposited into it. Or, if you have other accounts, this is the account into which the balance, or remainder, of your pay is deposited after portions are deposited into other account(s).*

\_\_\_\_\_  
Financial Institution Name

Checking  Savings

\_\_\_\_\_  
ROUTING NUMBER (9-digits)

\_\_\_\_\_  
ACCOUNT NUMBER (# digits vary)

\_\_\_\_\_  
Financial Institution Name

**ACCOUNT #2**  
 Checking  Savings % \_\_\_\_\_ \$ \_\_\_\_\_  
Indicate % OR \$ amount of pay to be deposited.

\_\_\_\_\_  
ROUTING NUMBER (9-digits)

\_\_\_\_\_  
ACCOUNT NUMBER (# digits vary)

\_\_\_\_\_  
Financial Institution Name

**ACCOUNT #3**  
 Checking  Savings % \_\_\_\_\_ \$ \_\_\_\_\_  
Indicate % OR \$ amount of pay to be deposited.

\_\_\_\_\_  
ROUTING NUMBER (9-digits)

\_\_\_\_\_  
ACCOUNT NUMBER (# digits vary)

\_\_\_\_\_  
Financial Institution Name

**ACCOUNT #4**  
 Checking  Savings % \_\_\_\_\_ \$ \_\_\_\_\_  
Indicate % OR \$ amount of pay to be deposited.

\_\_\_\_\_  
ROUTING NUMBER (9-digits)

\_\_\_\_\_  
ACCOUNT NUMBER (# digits vary)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date