

# PENSACOLA STATE COLLEGE

## AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

PENSACOLA STATE COLLEGE - HUMAN RESOURCES OFFICE  
1000 COLLEGE BLVD., PENSACOLA, FL 32504  
PHONE: 850-484-1799 FAX: 850-484-1711

I HEARBY AUTHORIZE PENSACOLA STATE COLLEGE TO INITIATE CREDIT ENTRIES AND TO INITIATE, IF NECESSARY, DEBIT ENTRIES AND ADJUSTMENTS FOR ANY CREDIT ENTRIES IN ERROR TO MY:

TYPE OF ACCOUNT:       CHECKING ACCOUNT       SAVINGS ACCOUNT

TYPE OF REQUEST:       NEW SET-UP       CHANGE       CANCELLATION

NAME OF BANK/CREDIT UNION \_\_\_\_\_

BRANCH # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TRANSIT/ABA # \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ BANK PHONE # \_\_\_\_\_

**VOIDED CHECK OR DIRECT DEPOSIT ENROLLMENT SLIP MUST BE ATTACHED (except for cancellations)**

*This authority is to remain in full force and effect until Pensacola State College has received written notification from me of its termination in such time and in such manner as to afford Pensacola State College and the financial institution a reasonable opportunity to act on it.*

EMPLOYMENT STATUS:       FULL-TIME       ADJUNCT       STUDENT

EMPLOYEE NAME: \_\_\_\_\_ EMPLOYEE ID # \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ EMPLOYEE PHONE # \_\_\_\_\_

***Note: In an effort to expedite the efficient processing of your direct deposit request, the direct deposit is set up as a pre-note. This allows Pensacola State College and the financial institution the opportunity to ensure that all information is transmitted accurately. Therefore a hard copy (paper) check is issued for the pay period following the direct deposit set-up or change.***

\_\_\_\_\_ I acknowledge that my first pay-check will be a paper check that has to be picked up from the Bursar's office on any of our three campuses. Please indicate which location you prefer.

First Check pick up location:      PENSACOLA      MILTON      WARRINGTON

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_