

Caltech Payroll Direct Deposit Program - Authorization Form

I hereby authorize California Institute of Technology (Caltech) to initiate all applicable. Payroll related entries to my account as indicated below.

Any changes of banking institutions, account numbers, or cancellation must be reported by completing a new request and submitting it to Record Services - MC 170-84. For your protection please hand-deliver this completed form to Human Resources. Please do not email this form.

Employee Information

Name	
UID	
Contact Information	

Account #1

Please Check the Correct Account Type	Checking <input type="checkbox"/> Savings <input type="checkbox"/>
Deposit Total Paycheck into this Account?	Yes _____ No _____
Amount to Deposit if not the Total Paycheck	Alternate Amount: \$___
Account Number	
Routing Transit Number	
Bank Name	
Bank Branch	

Account #2

Please Check the Correct Account Type	Checking <input type="checkbox"/> Savings <input type="checkbox"/>
Deposit Total Paycheck into this Account?	Yes _____ No _____
Amount to Deposit if not the Total Paycheck	Alternate Amount: \$___
Account Number	
Routing Transit Number	
Bank Name	
Bank Branch	

All new direct deposits and changes to existing direct deposit account information will require a pre-note with the requested financial institution to ensure accurate account information. Please expect new direct deposits and changes to take approximately two pay checks to take effect.

Paper checks will be issued during the waiting period.

Authorized Signature _____

Date _____