

# Vendor

## Office of Fraternity/Sorority Affairs ~ Direct Deposit Authorization

- All payments to you from the OFSA will be deposited into the account indicated by you.
- Verify with your financial institution on your pay date that your direct deposit has been processed.
- You will receive your check stub verification from the OFSA/Colgate via mail or e-mail.
- You will be provided a schedule of the direct deposit date.

Check one of the following: <input type="checkbox"/> Start <input type="checkbox"/> Stop <input type="checkbox"/> Change				Effective Date: <input type="checkbox"/> As Soon As Possible <input type="checkbox"/> Future Pay date ____/____/____			
Name (Last, First, Middle Initial)						Social Security Number	
Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)							
Transit Routing Number (Must be 9 numbers)						Account Number	
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings							
I authorize the Office of Fraternity Sorority Affairs of Colgate University to direct deposit funds to my account in the financial institution listed above. If funds to which I am <b>not</b> entitled are deposited in my account, I authorize the OFSA to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by the OFSA at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to the OFSA for distribution. This will delay my check.							
Date (Mo/Day/Yr)		Employee Signature				Daytime Phone Number	
Home Address:		Street		City		State	Zip Code

If you select to have your payment sent to your:

- **Checking account:** Tape voided check to the bottom of this form.
- **Savings account:** Contact your financial institution to obtain its transit routing number.

**Attach a voided check or photocopy of a check for checking account.**

**DO NOT ATTACH A DEPOSIT SLIP.**

Return this form to  
**Office of Fraternity/Sorority Affairs Annex**

OFSA 7-16  
SVM

The diagram shows a voided check from ANYOLD BANK, Anyplace, WI 54321. The check is payable to the order of John Smith or Mary Jones, 1000 Prairieview Lane, Anyplace, WI 54321. The amount is \$1234.00. The routing number is 250250025 and the account number is 202020086. A box with an arrow pointing to the check number (1234) contains the text "Do not include the check number." A large "VOID" stamp is placed over the check. The MICR line at the bottom is |250250025| 202020086 1234.