LANE COMMUNITY COLLEGE
PAYROLL DIRECT DEPOSIT AUTHORIZATION

☐ New Request ☐ Cancel Existing ☐ Change Existing

Direct deposit changes and new requests take one (1) full pay period to take effect. Therefore, you will receive a paper check while your account is validated through the pre-note process.

L#: _____   Home Phone: _____

Name: _____   Work Phone: _____

Email: _____

WE ARE UNABLE TO PROCESS INCOMPLETE FORMS

- **Please fill out the form in its entirety.**
- **Staple a voided check to this form for the setup of all checking accounts.**
- **For checking accounts, the bank routing number is the first 9 digits listed on the bottom of your check. For savings accounts, please contact your bank to obtain the routing number.**
- **For multiple accounts, please list them in the order of funding preference.**
- **If this is a change to an existing authorization, please complete the entire form as though you are setting it up for the first time.**
- **Paystubs can be accessed online in ExpressLane.**
- **Sign, date and return the form to Human Resources.**

Bank Name: _____   Account Type: ☐ Checking
Bank Routing #: _____   ☐ Savings
Account #: _____
$ _____ -or- _____ % of your net pay to be deposited into this account

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Bank Routing #: _____   ☐ Savings
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$ _____ -or- _____ % of your net pay to be deposited into this account

_____   _____
Signature   Date

Payroll Office Use Only

Entered by: _____   Date: _____

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