

# Pratt

## Direct Deposit Authorization

**What is direct deposit?**

- Direct deposit is the electronic transfer of a payment or adjustment from Pratt Institute to your checking or savings account.

**Who can participate?**

- Payroll direct deposit is available to all Pratt Institute employees.

**May I split my check between checking and saving?**

- You may have your pay deposited in either your financial institution's checking and savings account, or both. However, you are only allowed to have one checking or savings account open per financial institution.

**What are the benefits of this program?**

- \* Your pay is deposited on time and you have access to your funds even if you're out-of-town.
- \* It provides protection from lost, stolen, or forged paychecks.
- \* It eliminates waiting in long banking lines.

I authorize Pratt Institute, 200 Willoughby Avenue, Brooklyn, NY 11205-3897 (718-636-3600) to directly deposit my wages to my account(s) at the financial institution indicated below. I understand that my bank must be a member of the National Association of Clearing Houses. I understand that there is a pre-note period of one complete pay cycle after processing by the Payroll Department before this deposit becomes effective.

**Attach a voided check with the bank's transit routing number and account number.**

Name (Please Print)	Signature	Date
Contact Number	Office/Dept Extension	Email Address

**\*Please notify Payroll or Human Resources one week prior to closing any accounts on direct deposit.**

<input type="checkbox"/> NEW ACCOUNT <input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> CLOSE ACCT*	
Financial Institution _____	
Account Type: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
<input type="checkbox"/> Full <input type="checkbox"/> Partial Amount per check \$ _____ <input type="checkbox"/> Balance	
<input style="width: 100%;" type="text"/> Transit Routing Number	<input style="width: 100%;" type="text"/> Account Number
*You must submit a signed memo to Payroll when closing an account	

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**ATTACH VOIDED CHECK HERE**