

**MILWAUKEE AREA TECHNICAL COLLEGE  
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS)**

**Direct Deposit Guidelines**

MATC'S payroll system allows you to have your net pay deposited to a maximum of three (3) accounts at financial institutions of your choice. Please complete the form below to ensure prompt processing of your pay.

**Please Note:** Due to federal and banking regulations, it takes two (2) pay periods for your payroll check to actually be deposited to your account. The first pay period is necessary to notify the financial institution of your intent to have funds automatically deposited and to verify account numbers.

**Authorization**

I authorize Milwaukee Area Technical College to deposit my payroll checks(s) automatically each payday to the named account(s) below. MATC reserves the right in the event of an emergency to cancel direct deposits and process actual checks. If this process should become necessary, every effort will be made to give you prompt notification.

I hereby authorize Milwaukee Area Technical College to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository named below to credit and/or debit the same to such account.

- **Confirm the correct Routing Numbers and Account Numbers with your financial institution**
- **Attach a voided check- OR LETTER FROM BANK IMPRINTED WITH ROUTING# AND ACCOUNT #.**

<u>Name of Financial Institution:</u>	<u>Name of Financial Institution:</u>	<u>Name of Financial Institution:</u>
<u>City &amp; State:</u>	<u>City &amp; State:</u>	<u>City &amp; State:</u>
<u>Bank Routing Number:</u>	<u>Bank Routing Number:</u>	<u>Bank Routing Number:</u>
<u>Account Number:</u>	<u>Account Number:</u>	<u>Account Number:</u>
<u>Circle One:    Checking    Savings</u>	<u>Circle One:    Checking    Savings</u>	<u>Circle One:    Checking    Savings</u>
<u>Deposit Amount:</u>	<u>Deposit Amount:</u>	<u>Deposit Amount:</u>

Name (please print)

COSMO ID or Social Security Number

Date

Employee Signature

Work Phone Number