

STUDENT EMPLOYMENT DEPOSIT AGREEMENT

You may have your earnings/pay check directly deposited into a bank account or you may have your earnings applied directly to your tuition, fees and any other charges that may be on your student account.

You may also have your earnings split between your bank account and your student account. If you choose this option, you need to indicate the percentage to be applied to each account.

This agreement remains in effect during your entire enrollment at Saint Mary’s College unless you choose to cancel or change your deposit agreement choice. If you would like to change the payment option selected, complete a new Deposit Agreement form and return the completed form to the Payroll Office before the next pay period has been processed. If you would like to cancel this agreement, please contact the Payroll Office at (574) 284-4733 to discuss your options.

Name _____ ID # _____
(Please Print)

Choose one of the three options below

- I want 100% of my earnings applied to my student account.
- I authorize Saint Mary’s College to direct deposit 100% of my earnings to the account designated below.
- I authorize Saint Mary’s College to direct deposit ___% of my earnings to the account designated below and the remaining ___% applied to my student account.

BANK ACCOUNT INFORMATION FOR DIRECT DEPOSIT
If this is not a 1 st Source account and a problem arises with my bank, I understand there will be a one month delay in resolving it.
Name of Bank _____
Account number _____ ___ Checking ___ Savings
ATTACH A VOIDED CHECK OR DEPOSIT AUTHORIZATION FORM
The deposit authorization form must be on bank letterhead and include your name, your account number and the routing number of the bank.
Will any of the direct deposits paid to you under this authorization be redirected to an account outside of the United States? _____ Yes _____ No

Student Signature

Date

RETURN THIS FORM TO THE BUSINESS OFFICE – 150 LEMANS HALL