



Authorization Agreement for Automatic Payroll Deposit

MIDFLORIDA Federal Credit Union is processing all ACH (Automated Clearing House) direct deposits to any financial institution for Florida Southern College employees. This applies to the employees who choose to have their payroll checks automatically deposited through direct deposit with MIDFLORIDA Federal Credit Union, or any other financial institution that can accept ACH receipts.

Instructions and Policy for completing a Payroll Direct Deposit Request

1. For direct deposit, fill out Box #1 below.
2. **Important** - The information on this form completely replaces your existing direct deposit information.
4. Return the completed form with a voided check or a Bank Direct Deposit form. If you have any questions, please call the FSC payroll department at 680-6100.
5. **Employees are responsible for confirming their payroll deposit with their financial institution(s).**
6. **PLEASE NOTE:** if direct deposit form is not completed and received, a LIVE check will be issued. In the event the College has to issue a Stop Payment request on a paycheck, the College will pay the fee charged to the College by the College's financial institution for the first stop payment only. Any further stop payment fees incurred by the College for a stop payment on a check will be charged to the employee.
7. Electronic pay statements are available to employees on the FSC Portal.

AGREEMENT - I hereby authorize Florida Southern College to initiate credit entries and, if necessary, debit entries and adjustments to my account at the financial institution(s) named below.

BOX #1 Full Amount of Check

Financial Institution: _____

9-Digit Routing Number: _____ Account Number: _____

Savings or Checking (**attach a voided check**)

Electronic pay statements are available to employees on the Portal.

Employee Name: _____ FSC ID #: _____
(Please print)

Signature: _____ Date: _____