

# Cayuga County Community College Direct Deposit Authorization Business Office

Name: \_\_\_\_\_

Attach a voided check or a bank letter to which funds should be deposited.

Name of Financial Institution	Transit Routing # <i>9 digits</i>	Account #	Type of Account C-Checking S-Savings	Student ID # (Example: C#####)

*See example of check to help with account number and transit routing number information.*

- **TIP** - Verify your account number and Transit routing number with your financial institution.
- **TIP** - Do not use a deposit slip to verify the routing number.

**NOTE:** The account and transit routing number may appear in different places on your checks.

*John Public*  
123 Main Street  
Your City, NY 13021

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

For \_\_\_\_\_ Dollars

I: 021300005 I: 98765 43210 II \_\_\_\_\_

1234

\_\_\_\_\_ 20 \_\_\_\_\_

↓

Transit Routing number

↓

Account Number

## Authorization

“I authorize Cayuga County Community College to deposit my check into an Account at the Financial Institution listed above. If funds to which I am not entitled are deposited to my account, I authorize Cayuga County Community College to direct the Financial Institution to return such funds. This authorization shall remain in effect until I have cancelled it in writing or upon rejection of deposit by the bank because the account is closed.”

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_