

**MARY BALDWIN COLLEGE**  
**DIRECT DEPOSIT AUTHORIZATION**

**PERSONAL INFORMATION:**

NAME: \_\_\_\_\_ LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ STREET \_\_\_\_\_ BOX # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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**BANK INFORMATION:**

NAME OF BANK \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

BANK TRANSIT # (1<sup>ST</sup> 9 DIGITS) \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

\_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS

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**YOUR AUTHORIZATION:**

I hereby authorize Mary Baldwin College to directly deposit my salary check into the above named bank. This will remain in effect until MBC has received written notification from me to terminate the direct deposit. I understand that it is my responsibility to notify the Director of Payroll of any changes to my bank transit number or account number.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

