

## Luther College Authorization for Electronic Deposit of Payroll

This form authorizes Luther College to deposit your earnings directly to your checking or savings account. A direct deposit advice will be sent to your SPO to indicate a direct deposit has occurred.

Students with a work credit plan also need to complete the direct deposit form. After the work credit plan and student account are paid in full, the remaining work-study earnings will be direct deposited into your personal bank account.

Please complete and **return this form to the Luther College Payroll Office**. If you have questions, please contact Mary Logsdon at 563-387-1135 or [logsdoma@luther.edu](mailto:logsdoma@luther.edu).

### Student Direct Deposit Authorization

By signing this form, I authorize Luther College and the financial institution listed below to initiate electronic entries into the indicated checking or savings account each payday. In the event of an error, I also authorize Luther College to direct my bank to return any deposited funds to which I was not entitled to by debiting my checking/savings account.



Student Name (printed) \_\_\_\_\_ Student ID \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Phone # \_\_\_\_\_

Bank City & State \_\_\_\_\_ 9 Digit Routing Number \_\_\_\_\_

Checking  Savings Account Number \_\_\_\_\_

Please include a voided check (for a checking account) or deposit slip (savings account only).

*If I close the above checking/savings account, I must give updated information to Luther College Payroll Office at least two weeks prior to the pay date.*

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

Inaccurate bank account information will result in a delay in payroll payment. Note: a member ID number for a credit union is not the bank account number. Do not use the routing number that is listed on a **deposit slip** for a **checking account**. A debit card number is not the same as a bank account number. **If you have any questions regarding bank account information, please call the Payroll Office for assistance.**

Luther College – Main Building  
Payroll Office  
Decorah, IA 52101  
(563) 387-1135 – [logsdoma@luther.edu](mailto:logsdoma@luther.edu)