

CARNEGIE INSTITUTION OF WASHINGTON

DIRECT DEPOSIT AUTHORIZATION

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account No.: \_\_\_\_\_

Bank Transit No.: \_\_\_\_\_  
(Routing No.) (Please check with your bank to confirm the correct  
Routing number for electronic payroll deposit.)

I understand that in the event of keypunch errors or termination of employment between payroll processing date and pay date, Carnegie Institution of Washington (CIW) may adjust and correct such payroll deposits prior to the date payment is due. CIW is authorized only to make these corrections to my account and shall notify me in writing if such a correction must be made. CIW is in no way authorized to withdraw any other funds from my account nor withdraw any other funds deposited in error on or after that payday. If such a discrepancy is discovered on or after payday, I understand that CIW shall seek reimbursement, if any is due, upon verification of such error.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department No.: \_\_\_\_\_

Type of Account:      Checking ( ),      Full Deposit ( ),      Partial ( ) \$ \_\_\_\_\_  
                                 Savings ( ),      Full Deposit ( ),      Partial ( ) \$ \_\_\_\_\_