

# Williams College

*Office of Human Resources/Payroll and Controller's Office/Accounts Payable*  
**DIRECT DEPOSIT AUTHORIZATION FOR PAYROLL AND ACCOUNTS PAYABLE  
 AND CONSENT FOR PAPERLESS PAY ADVICES**

FOR STUDENT EMPLOYEES

Graduating Year

View payroll advice here: <https://sarah.williams.edu>

Bank Name	Account Type	9 digit Routing Number	Account Number	\$ Amount or % Net Pay	Deposit Order *
TD Bank	<input type="checkbox"/> Checking	211370545	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Savings		<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Checking		<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Savings		<input type="text"/>	<input type="text"/>	<input type="text"/>
Hoosac/Williamstown Savings Bank	<input type="checkbox"/> Checking	211871015	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Savings		<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Checking		<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Savings		<input type="text"/>	<input type="text"/>	<input type="text"/>
Adams Community Bank	<input type="checkbox"/> Checking	211871523	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Savings		<input type="text"/>	<input type="text"/>	<input type="text"/>
Other:	<input type="checkbox"/> Checking		<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Savings		<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Checking		<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> Savings		<input type="text"/>	<input type="text"/>	<input type="text"/>

**Deposit Order:** the order in which you would like the amounts or percentages to come out of your net pay. Deposit order "1" will be deposited first, "2" will be deposited second, with the highest order receiving the balance of net pay.

Williams/Student ID

Print Employee Name

Employee Signature

Date

**\*\* Please note: the Primary Account provided above will be used by the Payroll Office/Human Resources and Accounts Payable/ Controller's Office. If you prefer to opt out of Direct Deposit with the Controller's Office, please dial extension 4002.**

**Authorization Agreement:**

I hereby authorize Williams College to deposit my paycheck directly into the above mentioned account. I consent to sharing my primary bank account information with Accounts Payable in the Controller's Office and I authorize the direct deposit of any non-payroll payments from the Controller's Office into the above bank account. This authority will remain in effect until I have given written notice that I am terminating this contract, or until Williams College has notified me that this deposit service has been discontinued. I understand that I must give advance notice to allow reasonable time for my instruction to be executed. If an incorrect deposit should be made into my bank account, I authorize my bank and Williams College to make the appropriate adjustment(s).

I consent to receive my payroll pay advice electronically. I agree to view my payroll pay advice through PeopleSoft Self Service, available at <https://sarah.williams.edu>. To opt out of receiving electronic payroll pay advices I understand that I can do so via PeopleSoft Self Service.