

To Sign Up For Payment on Account/Direct Deposit:

- Complete the authorization on the reverse side and return it to the Payroll Office, which is located behind the Library at 726 Church St. You may also return your completed form to the Accounting Office, located on the 2nd Floor of Pearsons Hall. Office hours are 8 a.m. – 4:30 p.m. Monday – Friday.
- If you have already submitted an authorization form, it is not necessary to resubmit unless you wish to change your election or banking information.
- Please read and complete the form carefully.
- To verify the ownership and accuracy of the bank account information you have provided, you must attach a voided check or similar bank document with the name of your bank, your bank's routing number, your account number and name.
- Notification of reimbursement from Student Financial Services or Accounts Payable will be sent to your Beloit College e-mail address at the time of payment.
- Pay statements are available for viewing online via the Beloit College Portal located at <https://portal.beloit.edu.ICS/> on the 15th of each month. Once you have signed-in to the Portal using your e-mail user name and password, click on the Employees tab, then choose Review your pay statements. Click on the pay date to produce a PDF copy of that pay statement. This notification will indicate your total earnings, income tax deductions, any other deductions, the net amount deposited to your account, and the date of that deposit.

To allow us ample time to verify the accuracy of your account information prior to the actual transfer of funds, direct deposit requests must be received no later than ten (10) days prior to the scheduled payment date.

If you have questions regarding your **Student Financial Services or Accounts Payable** deposits, please contact the Accounting Office.

Sharon Denu
(608) 363-2207
denus@beloit.edu

If you have questions regarding your **Payroll** deposits, please contact the Payroll Office.

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