

# Pratt

## DIRECT DEPOSIT AUTHORIZATION

**Today's Date:** \_\_\_\_\_

**To:** Payroll Department  
DeKalb Hall, Lower Level

**From:** \_\_\_\_\_  
(Please Print Name)

**Subject:** Direct Deposit of Wages

I authorize Pratt Institute, 200 Willoughby Avenue, Brooklyn, NY 11205-3897 [718-636-3600], to directly deposit my wages to my account at:

\_\_\_\_\_ Bank.

I understand that my bank must be a member of the National Association of Clearing Houses. I further understand that there is a pre-note period of one complete pay cycle after processing by the Payroll Department before this deposit becomes effective.

Attached is a voided check with the bank's transit routing number and my account number.

\_\_\_\_\_  
(Signature) Day Telephone #: \_\_\_\_\_

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:  ATTACH VOIDED CHECK HERE  
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