

# AUTHORIZATION FOR AUTOMATIC (DIRECT) DEPOSIT

Culver-Stockton College

FEIN 43-0610813

I authorize Culver-Stockton College to initiate credit entries and, if necessary, to initiate any debit entries to correct an erroneous credit entry to my account at the DEPOSITORY (identified below), for the purpose of automatically depositing funds to my account.

DEPOSITORY NAME: \_\_\_\_\_

BRANCH: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Priority #1

ROUTING NUMBER: \_\_\_\_\_ (Attach voided check/draft)

ACCOUNT NUMBER: \_\_\_\_\_ CHECKING \_\_\_ SAVINGS

AMOUNT \$ \_\_\_\_\_ {OR} PERCENT \_\_\_\_\_ %

## Priority #2

ROUTING NUMBER: \_\_\_\_\_ (Attach voided check/draft)

ACCOUNT NUMBER: \_\_\_\_\_ CHECKING \_\_\_ SAVINGS

AMOUNT \$ \_\_\_\_\_ {OR} PERCENT \_\_\_\_\_ %

## Priority #3

ROUTING NUMBER: \_\_\_\_\_ (Attach voided check/draft)

ACCOUNT NUMBER: \_\_\_\_\_ CHECKING \_\_\_ SAVINGS

AMOUNT \$ \_\_\_\_\_ {OR} PERCENT \_\_\_\_\_ %

I understand that this authorization replaces any previous authorization and will remain in full force and effect until Culver-Stockton College has received written notification from me of its termination in such time and in such manner as to afford the college and DEPOSITORY a reasonable opportunity to act on it.

NAME (Print or type): \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

EMPLOYEE ID #: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**IMPORTANT NOTICE**

TO: All Prospective Student Workers

FROM: Payroll Department

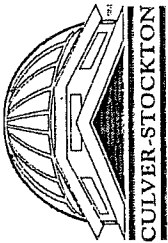
DATE: July 2006

RE: Student Employment  
Documents Necessary to Complete the I-9 Form

The Immigration Reform and Control Act of 1986 requires the College to complete an I-9 Form for every employee hired after June 1, 1987. In order for us to complete this form, each employee of the College must provide certain documents for verification. If you have worked on campus previously and have already completed an I-9 Form, you are not required to complete a new form.

If you anticipate being employed in a campus job, you will be required to furnish one of the items listed in List A, or one of the items listed in List B PLUS one from List C. Please be prepared to show these documents before you start work. Once you obtain a campus job, please bring the documents necessary to complete the I-9 Form to the Business Office before you begin working. Thank you.

LIST A	or	LIST B	plus	LIST C
United States Passport		A state driver's license		Original Social Security Number
Certificate of U.S. Citizenship		(or I.D. card) with photograph		Card (valid for employment)
Certificate of Naturalization		U.S. Military card or draft record		Birth certificate bearing a seal or
Unexpired foreign passport with		Voter's registration card		other certification
attached Employment Authorization		Military dependent's I.D. card		Unexpired INS Employment
Alien Registration Card with photograph				Authorization
				I.D. card for Resident Citizen in the
				U.S. (INS for I-179)
				U.S. Citizen I.D. card (INS for I-197)



**Student Employee  
Monthly Time Card**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
 Dept./Job Title: \_\_\_\_\_  
 Month/Yr.: \_\_\_\_\_

**Important:** \*Do Not Overlap Months on this Time Card

\*All time cards **MUST** be turned into the Business Office within five days after the end of the month

\*Round hours to the nearest quarter hour

\*Do not put time in minutes

\*Complete both sides of the time card

\*Paychecks may be picked up in the Business Office on the 10th of the following month

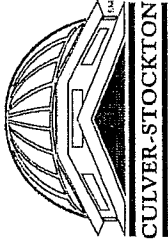
\*Time cards must be signed by the student and the supervisor

**Student Signature** \_\_\_\_\_

I certify that the hours reported above and on the reverse side are correct and that the student has performed the work satisfactorily.

**Supervisor's Signature** \_\_\_\_\_

----- Please DO NOT write below this line -----  
 Hours Worked \_\_\_\_\_ Hourly Rate \_\_\_\_\_  
 Acct. No. \_\_\_\_\_ Date Paid \_\_\_\_\_



**Student Employee  
Monthly Time Card**  
 (This side must be used for auditing purposes. Please use it as your daily record.)

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

Month/Yr.: \_\_\_\_\_

Date	Time Worked	Total Hours
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
<b>Total Hours</b>		