STATE OF WASHINGTON
Authorization for
Electronic Funds Transfer (EFT) of Wages

(Rev 12/03)

**Employee**

1. Complete the upper portion of the form, sign, and date;
2. Attach a voided check (for checking account routing)
   OR have the designated financial institution complete the lower portion of the form;
3. Send the completed form to your Payroll Office.

**Instructions:**

- Attach a voided check (for checking account routing)
- Have the designated financial institution complete the lower portion of the form
- Send the completed form to your Payroll Office

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<table>
<thead>
<tr>
<th>PAYROLL NAME (Last, First, Initial)</th>
<th>SSN OR EMPLOYEE ID NO*</th>
<th>AGENCY NAME</th>
<th>AGENCY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>SHORELINE COMMUNITY COLLEGE</td>
<td>672</td>
</tr>
<tr>
<td>EMPLOYEE'S ADDRESS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAYTIME TELEPHONE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Provide your employee identification number if available; otherwise, voluntary disclosure of your social security number is requested to ensure accurate handling.

In accordance with RCW 43.41.180, I hereby authorize and request the State, until this authorization is revoked as described below, to transfer the full amount of my state salary, after mandatory and authorized deductions, to the designated financial institution for deposit in my account.

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**NAME OF FINANCIAL INSTITUTION**

**CHECK ONE:**

- [ ] CHECKING ACCOUNT
- [ ] SAVINGS ACCOUNT

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In the event that the State may be legally obligated to withhold any additional part of my salary payment for any reason, I understand that the State shall have the authority to immediately terminate any transfer made under this authorization.

If the electronic transmission for this authorization for any reason results in an overpayment of salary or wages actually due and payable to me, I hereby authorize the State to either withhold a sum equal to the overpayment from my next state salary payment or seek full reimbursement by whatever means is appropriate.

If any action taken by me, without adequate notification to my agency payroll office, results in non-acceptance of the transfer by the designated financial institution, I understand that the State assumes no responsibility for processing supplemental payroll payments until the funds are returned to the agency by the financial institution.

This authority is in force until written notification is received from me regarding its termination, or my death. This authorization will not be in effect for any payments made on or after separation from this agency.

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**EMPLOYEE’S SIGNATURE**

**DATE**

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**FINANCIAL INSTITUTION TO COMPLETE ITEMS BELOW**

**NAME OF FINANCIAL INSTITUTION**

**AUTHORIZED SIGNATURE OF FINANCIAL INSTITUTION OFFICER**

**TITLE/DATE**

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**NUMBER OF DEPOSITOR ACCOUNT TO BE CREDITED**

<table>
<thead>
<tr>
<th>Bank Routing Number</th>
<th>Account Number</th>
</tr>
</thead>
</table>