

You now have access to sign up for direct deposit on Viking Web!
 (This is only for new direct deposits, any previous direct deposits are still in effect.)

Just follow the simple instructions below:

Log in to Viking Web and on the Students tab click Forms and Reports:



Then, click on Student Direct Deposit Authorization Form from the list of online forms:

CourseEval	Direct Deposit Advice	Student Health Insurance Information	Provide private health insurance information.
Course Schedules	Housing and Roommate Assignment	Release of Information Form	Includes information about FERPA and release of information on grades, account information, financial aid and student payroll as well as local news releases. For assistance, contact registrar@berry.edu
Forms and Reports	Housing and Roommate Assignment - Summer	Student Direct Deposit Authorization Form	Complete this form to sign up for automatic deposit of your student payroll check into your bank account. For assistance, contact cgillespie@berry.edu or khindman@berry.edu .
Grades/Transcripts	Student AP Evaluation	Residence Life Housing Form	Complete this form to indicate campus housing preference (please complete this form regardless of where you plan to live—on-campus or off-campus). For assistance, contact residence@berry.edu
Hardware/Software Discounts	Transfer Evaluation	Service Activity Entry Form	Complete this form to enter participation in service activities.
My Courses	Student Requests	President's Briefing Form	Please submit this form to request President Briggs attendance at your event. For assistance, contact Diane Clonts, dclonts@berry.edu
My Degree Progress	There are currently no active applications in this portlet.	Emergency Contact and	Provide a list of contacts to be notified in the event of an emergency or a missing persons.
Self-Service	Ethnicity and Race		
VW Suggestion Box	Your data is already on file		
	We already have your ethnicity and race data, so you do not need to resubmit at this time. For reference, the data we have for you is displayed below.		
	Ethnicity and Race		

Next it will give you this screen:

BERRY COLLEGE
Experience it Firsthand

Name: [redacted]
ID Number: [redacted]
Date: 09/04/2014 02:26:31 PM

I wish to... [dropdown menu]

- It is requested that my student work bi-weekly "net" check be deposited to my account at the bank or credit union identified on this document.
- I understand that this will be a continuing authorization until I revoke it in writing.
- I understand that I will have access to a check stub that will reflect my net earnings that were deposited into my account.
- I understand that if an error is made during the input of the routing and account numbers,
- it may cause my direct deposit to be delayed or rejected back to Berry College.
- I will be able to obtain the funds from Berry after they have been returned to Berry College's financial institution.

SUBMIT

Click on the dropdown box and you may choose to scan and upload an image of your actual check or choose to enter your routing and account number into the form:

BERRY COLLEGE
Experience it Firsthand

Name: [redacted]
ID Number: [redacted]
Date: 09/04/2014 02:26:31 PM

I wish to... [dropdown menu open]

- It is requested that my student work bi-weekly "net" check be deposited to my account at the bank or credit union identified on this document.
- I understand that this will be a continuing authorization until I revoke it in writing.
- I understand that I will have access to a check stub that will reflect my net earnings that were deposited into my account.
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SUBMIT

If you choose to upload your image, once the Payroll Office reviews it, you will receive an email notifying you that it was an acceptable image.

It will then be processed prior to the next payroll.

If you choose to enter your routing number and account number, the information is automatically uploaded into the system and will be active for the next payroll.