



Discover. Connect. Advance.™

Direct Deposit Form

SEE INSTRUCTIONS ON NEXT PAGE

Full Name

Date

Employee Number

Account Number 1

Name of Financial Institution

City

State

Reason for Change

Type of Account

Routing Number

Account Number

Amount

Please verify the routing number and account number with your financial institution prior to completing this form.

Account Number 2 (if required)

Name of Financial Institution

City

State

Reason for Change

Type of Account

Routing Number

Account Number

Amount

Please verify the routing number and account number with your financial institution prior to completing this form.

Section

I authorize Macomb Community College and the financial institution(s) listed above to deposit my pay automatically each payday. Adjusting entries to correct errors are also authorized. This authorization will be in effect until cancelled by me.

Signature

Date

Section

Instructions for Completing the Employee Direct Deposit Authorization Form

- Enter your name, employee ID number and today's date (if system does not autofill them for you).
- Enter the complete name of the financial institution.
- Enter the city and state of the financial institution.
- Enter the reason for the change: select from the options below.
 - Select the **NEW** option for your initial direct deposit request.
 - Select the **CHANGE** option to modify your current direct deposit.
 - Select the **CANCEL** option to discontinue your direct deposit.
- Enter the type of account: select from the options below.
 - Select either **checking** or **savings** account.
- Enter the routing number.
- Enter your account number. Please verify both the routing number and the account number with your financial institution.
- Enter the amount to be deposited. If you want the entire net pay deposited, enter "NET".
- Sign and date the form.
- Return this form **in person** with valid identification via either:
 - South Campus Cashier's office (SG324)
 - Payroll Office located at Macomb Administrative Center (CS307)
 - Faxed or emailed forms are not accepted.

NOTE: There is a one pay period delay in implementing your request for direct deposit. The first pay period is used as a test to insure the deposit will go to the correct account.

QUESTIONS: Contact the payroll office at (586)498-4175 or (586)498-4174