MOTT COMMUNITY COLLEGE
PAYROLL DIRECT DEPOSIT FORM FOR EMPLOYEES

Forms can also be found at www.mcc.edu/accounting/acc_payroll.shtml
Please contact Payroll at x20524 with questions

Please fill out and return to the Payroll Office

NAME:_____ **Employee ID#**_____
Last First

WORK PHONE:_____ **HOME PHONE:**_____

Do you have Direct Deposit currently?

____ **Yes,** I currently have Direct Deposit. (If you check , please note all direct deposits you are changing.

_____ **No**, I currently do not have Direct Deposit.

A new direct deposit must be prenoted. A prenote is the process of sending a zero amount into your account(s). This is for verification purposes. The next pay period the funds you specified will be sent to the account requested.

New	Type of Account	Bank Name	Transit Routing Number*	Account Number	Amount or Entire Check
	__Checking __Savings				$_____ __Net Check
	__Checking __Savings				$_____ __Net Check
	__Checking __Savings				$_____ __Net Check
	__Checking __Savings				$_____ __Net Check
	__Checking __Savings				$_____ __Net Check
	__Checking __Savings				$_____ __Net Check
	__Checking __Savings				$_____ __Net Check

***Transit Routing Number - the first 9 digits on the bottom of check.**
Check "Net" for entire check or remainder of Net after other direct deposit allocations.

I authorize Mott Community College and the Financial Institutions listed above to deposit my pay automatically to the accounts indicated each payday. Adjusting entries to correct errors are also authorized. This authority replaces any previous direct deposit authorization and will remain in effect until I have canceled it in writing.

Signature:_____ **Date:**_____