Macomb Community College

Employee Direct Deposit/Debit Card Authorization

SEE INSTRUCTIONS ON REVERSE SIDE

EMPLOYEE NAME (Please Print)

EMPLOYEE ID NUMBER

DATE

Account Number 1

NAME OF FINANCIAL INSTITUTION

☐ New ☐ Change ☐ Cancel

CITY

STATE

ROUTING NUMBER

Select One

☐ Checking ☐ Savings ☐ Debit Card

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

☐ New ☐ Change ☐ Cancel

CITY

STATE

ROUTING NUMBER

Select One

☐ Checking ☐ Savings ☐ Debit Card

ACCOUNT NUMBER

AMOUNT

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

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

Please use an additional form for more than two accounts.

Instructions for Completing the Employee Direct Deposit Authorization Form

1. Enter your name, employee ID number, and today's date.
2. a. Enter the complete name of the financial institution.

   b. Enter the city and state of the financial institution.

   c. Check the NEW box for your initial direct deposit request.

   Check the CHANGE box to modify your current deposit.

   Check the CANCEL box to discontinue your direct deposit.
3. Enter the type of account: select either checking, savings, or debit card.
4. Enter the routing number.
5. Enter your account number. Please verify the routing number and the account number with your financial institution.
6. Enter the amount to be deposited.
   If you want your entire net pay deposited, enter "NET."
7. Sign and date the form.
8. Return this form to the Payroll Department via either:
   Inter-office mail: Macomb Administrative Center,
   Center Campus, Room S-302

   or: U.S. Postal Service: Macomb Community College
   14500 E. 12 Mile Road, Room CS-302
   Warren, MI 48088-3896

   or: Fax: 586.445.7020

   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(s).