

GRCC Electronic Payroll Authorization Form

GRCC requires electronic payroll. You may choose a pay card or direct deposit to any two financial institutions.

☐ New ☐ Change ☐ Cancel

Name (Last): _____ (First): _____ (M.I.): _____ Employee ID Number: _____

DIRECT DEPOSIT ACCOUNT INFORMATION #1

Name of Financial Institution _____

Routing and Transit No. _____ Account No. _____ ☐ Checking ☐ Savings

Amount: ☐ Full Check ☐ Balance ☐ Partial Amount _____

DIRECT DEPOSIT ACCOUNT INFORMATION #2

Name of Financial Institution _____

Routing and Transit No. _____ Account No. _____ ☐ Checking ☐ Savings

Amount: ☐ Full Check ☐ Balance ☐ Partial Amount _____

PAY CARD INFORMATION (For Lake Michigan Credit Union use only.)

Name of Financial Institution Lake Michigan Credit Union

Routing and Transit No. _____ Account No. _____

REQUIRED

Please attach a voided check (for checking accounts only) or verification from your financial institution of the routing and account numbers for each account. **Failure to do so may cause a delay in receiving your pay.**

I hereby authorize Grand Rapids Community College to deposit all pay related payments due to me into the Financial Institution(s) named above. Adjusting entries to correct errors are also authorized. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association.

This authorization replaces any previous direct deposit authorizations and will remain in effect until I have canceled in writing or until my employment is terminated.

Signature: _____ Date: _____

(please print form and sign before submitting)