

Howard Community College Direct Deposit Authorization

TO: ALL EMPLOYEES
FROM: PAYROLL

Sign up now!
No waiting for your check to come in the mail!
No chance of losing your check or it being stolen!
Your money is in the bank on payday!
You can have up to 5 accounts. **Remember to attach a void/cancelled check for each new account set up.** Please allow two pays for any changes to become effective. If you have any questions, please stop by or call Debbie Gubisch x4753 or Penny Fowler x4754.

Check One Only

Enrollment _____ Cancellation _____ Change _____

RANK	BANK NAME	ROUTING #	ACCOUNT #	SVG/CHK	AMT.
1					
2					
3					
4					
5					

I authorize Howard Community College to deposit my semi-monthly paycheck with the above bank(s), and the bank(s) to credit same to the checking or savings account described above. The authorization is to remain in force until such time as I complete another form to change/cancel, and I will give the College 30 days notice to effect any changes.

If there is a break in service with Howard Community College your current bank information will still remain in the system. If there have been any changes to the original information, you must fill out a new authorization.

NAME (PLEASE PRINT)

SIGNATURE

COLLEAGUE ID # OR LAST FIVE DIGITS OF SS#

DATE