



Direct Deposit Authorization Form

Direct Deposit is Howard Community College's method of payment.

You can have up to 5 accounts enrolled. **Remember to attach a void/cancelled check for each new account set up.** Of the five accounts one must specify a "remainder" account. Please indicate dollar amounts and not percentages.

Check Only One

Enrollment

Cancellation

Change

Rank	Bank Name	Routing Number	Account Number	Savings/Checking	Dollar Amount
1					
2					
3					
4					
5					

I authorize Howard Community College to deposit my semi-monthly paycheck and any college reimbursements into the above bank(s). I understand that any reimbursement will be credited to the "remainder" account. The authorization is to remain in force until I complete another form to change/cancel my enrollment.

If there is a break in service with Howard Community College, I understand my current bank information will remain in the system. If at any time there are any changes to the original information, a new authorization form must be completed.

Name *(please print)*: _____

Signature: _____

Colleague ID: _____

Date: _____

If you have any questions, please call Debbie Gubisch x4753 or Penny DeYoung x4754.