

**STUDENT EMPLOYEE-DIRECT DEPOSIT  
AUTHORIZATION FORM**

PLEASE READ THIS FORM CAREFULLY AND WRITE CLEARLY.

If this is a new account, you must do the following:

1. Already have the account set up at your financial institution (bank or credit union).
2. Find out if they accept direct deposits. Verify your financial institution's ABA routing number and your account number.

Please check the action and fill out form below:

\_\_\_\_\_ Closing account (complete line C). Do not close an account unless you cancel direct deposit with Payroll first.

\_\_\_\_\_ A new account (complete A through D).

\_\_\_\_\_ If you are replacing a direct deposit already set up, what account you are replacing?

\_\_\_\_\_ (complete A through D for the new account) .

**Main Account Information**

A. Financial Institution Name \_\_\_\_\_

B. Financial Institution ABA (Routing) Number \_\_\_\_\_

C. Financial Institution Account Number \_\_\_\_\_

D. Checking? \_\_\_\_\_ or Savings? \_\_\_\_\_

**Your account will be prenoted with the bank for the first pay after submitting this form. You will receive a paper check until after the prenote and then the direct deposit will start.**

- I authorize Muskegon Community College and the Financial Institution listed above to deposit my net pay into my account each pay date.
- If funds to which I am not entitled are deposited into my account, I authorize Muskegon Community College to direct the Financial Institution to return said funds.
- I understand that my deposit may not be credited to my account until 5:00 p.m. on the pay date indicated on the pay voucher.

• EMPLOYEE SIGNATURE: \_\_\_\_\_

• STUDENT NUMBER \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_ DATE: \_\_\_\_\_