

# MOUNT HOLYOKE

Human Resources Department - Payroll Section

## DIRECT DEPOSIT

Name (please print): \_\_\_\_\_

Social Security #: \_\_\_\_\_

Pay Frequency (check one):                       Bi-Weekly                       Monthly

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**SEE BACK OF THIS FORM FOR DOCUMENTS REQUIRED FOR DIRECT DEPOSIT AND INSTRUCTIONS ON HOW TO COMPLETE THIS FORM.**

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Step 1:  Start  Stop  Change  
Step 2:  Checking      -OR---       Savings  
Step 3:  Total Net Pay    --OR--       Fixed Amount \$ \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Account #: \_\_\_\_\_

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Name of Bank: \_\_\_\_\_

Account #: \_\_\_\_\_

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Step 1:  Start  Stop  Change  
Step 2:  Checking      -OR---       Savings  
Step 3:  Total Net Pay    --OR--       Fixed Amount \$ \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Account #: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS:

TO START DIRECT DEPOSIT\*: Complete Steps 1-3 along with the Name of your Bank and your account number. **You must provide Payroll with one of the documents noted below for the type of account you are opening.**

TO STOP DIRECT DEPOSIT\*: Complete Steps 1-2 along with the Name of your Bank and your account number.

TO CHANGE THE AMOUNT DEPOSITED TO YOUR BANK ACCOUNT\*: Complete Steps 1-3 along with the Name of your Bank and your account number.

### DOCUMENTS REQUIRED TO START DIRECT DEPOSIT:

#### CHECKING:

- A copy of a Blank Voided Check or letter/card from the Bank with Routing # and Account #.

#### SAVINGS:

- A Copy of Savings Statement or letter/card from the Bank with Routing # and Account #.

*\*If you want to deposit funds to an account with the UMass Five College Credit Union, you will need to use a different form. Please contact Human Resources x2503 to request a Five College Credit Union form.*