

MOUNT HOLYOKE

Human Resources Department - Payroll Section

DIRECT DEPOSIT

Name (please print): _____

Social Security #: _____

Pay Frequency (check one): Bi-Weekly Monthly

A. Direct Deposit Sign Up

For direct deposit of entire net pay:

Choose One: Checking OR Savings

Name of Bank: _____

Account #: _____

Other Combinations Available

CHECKING DEPOSIT:

- A COPY OF A BLANK-- **VOIDED** CHECK IS NEEDED.

Net Pay: _____

Fixed Amount: _____

Percent of net pay: _____

Name of Bank: _____

Account #: _____

AND /OR

SAVINGS DEPOSIT:

- A COPY OF A **SAVINGS STATEMENT OR,**
- **BANK CARD, OR**
- **LETTER FROM THE BANK WITH ROUTING # AND ACCOUNT # IS NEEDED.**

Net Pay: _____

Fixed Amount: _____

Percent of net pay: _____

Name of Bank: _____

Account #: _____

Please note: all new direct deposits require at least one payroll to take effect.

Signature: _____

Date: _____

B. Changes/Cancellations to Direct Deposit

Important: Please be sure that the account information in our system has been cancelled (if applicable)

CHECKING ACCOUNT

Current Amount Deducted: _____

New Amount: _____

Date Effective: _____

Name of Bank: _____

Account #: _____

SAVINGS ACCOUNT

Current Amount Deducted: _____

New Amount: _____

Date Effective: _____

Name of Bank: _____

Account #: _____

Please check (if applicable):

I wish to make the above changes to my direct deposit.

I wish to cancel my direct deposit as of _____.

I wish to close the above account(s) as of _____.

Signature: _____

Date: _____

DIRECT DEPOSIT DIRECTIONS:

To Start Direct Deposit:

1. Fill in Side A
2. Provide documents

To Change Amount of Existing Direct Deposit:

1. Fill in Side B

To Change Bank Information:

1. Fill in Side A for New Bank Information and Provide Documents
 2. Fill in Side B (or old Bank Information—to Stop Deposit) and Check Box to Cancel
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DOCUMENTS FOR:

CHECKING

A COPY OF A BLANK – **VOIDED** CHECK IS NEEDED.

SAVINGS

- A COPY OF A **SAVINGS STATEMENT OR,**
- **BANK CARD, OR**
- **LETTER FROM THE BANK WITH ROUTING # AND ACCOUNT # IS NEEDED.**