



Delta College

# DIRECT DEPOSIT

**THIS PROCEDURE TAKES APPROXIMATELY ONE MONTH TO GO INTO EFFECT.**

**Direct deposit advices are delivered to employees online via MyDelta.**

**If you require a printed advice, please fill out the Opt-out form found on the Finance web page.**

**LIMIT – One direct deposit record PER bank/credit union with a maximum of two bank/credit unions in total.**

Employee Name \_\_\_\_\_ Employee ID or Soc. Sec. No. \_\_\_\_\_  
Employee Phone Number \_\_\_\_\_

## NEW/ADDITIONAL DEPOSIT

Bank/Credit Union Name \_\_\_\_\_

(Payroll use only) Deposit code \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_

Bank Routing Number \_\_\_\_\_

Contact your Institution for this number

Type of account for Deposit \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Account Number \_\_\_\_\_ Dollar Amount \$ \_\_\_\_\_

Enter 'Total Check' to have your entire check deposited or enter a specific dollar amount to have a portion of you check deposited

## CHANGE

This is for changing the dollar amount or your account number only of an existing Direct Deposit at the same Institution. If you want to change to another Institution, you must cancel the existing Direct Deposit and fill out the New/Additional Deposit section of this form.

Bank/Credit Union Name \_\_\_\_\_

(Payroll use only) Deposit code \_\_\_\_\_

Type of account for Deposit \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Change Account Number to \_\_\_\_\_

Change Dollar Amount to \$ \_\_\_\_\_

Enter 'Total Check' to have your entire check deposited or enter a specific dollar amount to have a portion of you check deposited

## CANCEL

Please cancel my existing Direct Deposit to \_\_\_\_\_  
Institution Name Account Number

## AUTHORIZATION

I authorize Delta College and the financial institution listed to deposit my pay automatically to my account each payday. Adjusting entries to correct errors are also authorized. This authority will remain in effect until I have cancelled it in writing.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_