



# DIRECT DEPOSIT ELECTION FORM

Employee Name: \_\_\_\_\_ HCC ID Number: \_\_\_\_\_  
(Please print)

By electing direct deposit you agree to have your pay deposited in your bank account by means of electronic transfer. **Direct deposit takes a minimum of two pay periods to become effective. Any paycheck not directly deposited to your account will be held in the Cashier's office for pick up.**

Pay stubs for direct deposit are distributed electronically to the employee's College e-mail (harford.edu) address as a password-protected, pdf format file.

This agreement will remain in full force and effect until written notification of its termination is received. Any changes to be made in the distribution of paychecks MUST be received by the Payroll Office no later than ten (10) working days prior to the next scheduled payroll.

**REQUIRED bank documentation:**

**\* FOR CHECKING, attach a voided check or an official bank Direct Deposit Sign-up form that includes the account and routing number to this form**

**\* FOR SAVINGS, attach an official bank Direct Deposit Sign-up form that includes the account and routing number to this form.**

**BANK INFORMATION**

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

**Checking**       **Savings**

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Amount of Pay (if other than entire net pay): \_\_\_\_\_

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

**Checking**       **Savings**

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Amount of Pay (if other than entire net pay): \_\_\_\_\_

**Employees changing current direct deposit arrangements:**

- Continue to send deposits to previously designated account(s) until new bank transaction is established.
- Discontinue deposits to currently designated account(s); **hold** "live" paycheck in the Cashier's Office in the Student Center for pick up. I understand that I may pick up my paycheck on Pay Day between 1PM and 4PM only.

*I hereby authorize Harford Community College to deposit my net salary to my bank account(s) as described above. In the event that the Payroll office notifies the bank that funds to which I am not entitled have been deposited to my account inadvertently, I hereby authorize and direct the bank to return the said funds to the Payroll department of Harford Community College as soon as possible.*

Employee's Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

<b>Payroll Use Only</b> Effective date: _____
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