

**ESSEX COUNTY COLLEGE**

**DIRECT DEPOSIT**

**AUTHORIZATION**

**NOTE:**

**IF THIS AUTHORIZATION IS BEING REQUESTED FOR A CHECKING ACCOUNT PLEASE PROVIDE A "VOIDED" PERSONAL CHECK.**

**EMPLOYEE NAME:** \_\_\_\_\_

**ID NUMBER #:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **EXT:** \_\_\_\_\_

**(1) NAME OF BANK:** \_\_\_\_\_

**ROUTING / TRANSIT #:** \_\_\_\_\_

**ACCOUNT #:** \_\_\_\_\_

**NET PAY DISTRIBUTION**

**A. CHECKING \$ \_\_\_\_\_ NET \_\_\_\_\_**

**B. SAVING \$ \_\_\_\_\_ NET \_\_\_\_\_**

**(2) NAME OF BANK:** \_\_\_\_\_

**ROUTING / TRANSIT #:** \_\_\_\_\_

**ACCOUNT #:** \_\_\_\_\_

**NET PAY DISTRIBUTION**

**A. CHECKING \$ \_\_\_\_\_ NET \_\_\_\_\_**

**B. SAVING \$ \_\_\_\_\_ NET \_\_\_\_\_**

**NOTE: IT WILL TAKE 2 PAY PERIODS TO BECOME EFFECTIVE.**

**\*\*IF YOU PLAN TO MAKE ANY CHANGES TO YOUR ACCOUNT(S) PLEASE CONTACT THIS PAYROLL DEPARTMENT BEFORE GOING TO YOUR BANKING INSTITUTION.\*\***

**CANCEL / DEACTIVATE / INCREASE / DECREASE**

\_\_\_\_ PLEASE **CANCEL** MY DIRECT DEPOSIT IMMEDIATELY!

\_\_\_\_ PLEASE **DEACTIVATE** MY DIRECT DEPOSIT UNTIL FURTHER NOTICE!

\_\_\_\_ I'D LIKE TO **INCREASE** MY ABOVE-MENTIONED ACCT. TO \$\_\_\_\_\_

\_\_\_\_ I'D LIKE TO **DECREASE** MY ABOVE-MENTIONED ACCT. TO \$\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_