



HOUSTON COMMUNITY COLLEGE
DIRECT DEPOSIT AUTHORIZATION FORM
FOR Full-Time & Part-Time EMPLOYEES

EMPLOYEE \_\_\_\_\_ SSN \_\_\_\_\_
(Print or type Last Name, First Name, Middle Initial)

DEPARTMENT \_\_\_\_\_ DAY PH # \_\_\_\_\_
EMPLOYEE ID # \_\_\_\_\_

I hereby authorize Houston Community College (HCC) to initiate credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error to my account(s) indicated below.\* I also authorize the depository or depositories named below to credit and/or debit the same to such account(s). You may cancel your direct deposit at any time; however, as a reminder, a direct deposit cancellation form must be completed and forwarded to the Payroll Department as soon as the cancellation has been completed. If I terminate or change my account, I will notify the Payroll Department, immediately (Systems/Payroll Dept. -- MC1116D). \*\*

Please be specific in your selection activity. Place a check mark in the type of change you wish to make.

[ ] Currently Enrolled in Direct Deposit. HCC has valid account information.

[ ] New Direct Deposit Account [ ] Change Direct Deposit Account

Please Select Your Account Type =====>

[ ] Checking [ ] Savings (select only one)

INSTITUTION NAME \_\_\_\_\_

If Canceling, Please Indicate 1st or 2nd Acct

[ ] 1st Acct (\$\$ Amt)

[ ] 2nd Acct or (Excess Amt)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TRANSIT/ABA #\*\*\* \_\_\_\_\_ ACCT # \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Staple VOIDED CHECK (Preprinted) or Attach Direct Deposit Authorization Form, completed and signed, by your Financial Institution.

(We do not accept voided deposit slips, voided checks that are not preprinted with name and address, or business checks.) (Direct Deposit may take up to two pay periods to become effective)

For Payroll Official Use Only EEID# [ ] Pay Group# [ ] Date Entered [ ] / [ ] / [ ] Change Entered by: \_\_\_\_\_

NOTE: If you are not sure of your banking institution's information, make sure you contact them before you attempt to complete this form. Also, if after two pay periods your direct deposit is not in effect, please contact the Payroll Department at extension 8-6564.

\*Debit entries resulting from errors will not be initiated by HCC beyond the current payday. If a debit entry is necessary, Payroll will notify the employee before the current payday to inform the employee of the adjustment.

\*\*If this account is inactive for a period of six consecutive months, the direct deposit will be made inactive.

\*\*\*Usually, your Transit/ABA # is the first nine digits printed on left corner on your personal checks—again, verify this # with your financial institution.