

Direct Deposit Enrollment Form

Print Name				Last 4 of SSN			
Belo	Мето	detailing where the information nece		omplete this f	orm can be found	i. 1244 245 246 246 246 246 246 246	
V	Routing/Tra (A 9-digit number al these two m	ways between arks) Checking Account #	(this number of in the upper check – not of	Theck # matches the numb right corner of the needed for sign-up	9)	-	
You may have up to two active accounts at any time. Make sure to indicate what type of account, along with amount to be deposited if less than your total net pay.							
Α	Add New Account	Change Amount of Current	Account	on File	Remove	Account on File	
С	Bank Name			Account Type			
C T	Routing/Transfer # Account #			Checking Savings			
				Amount to Deposit			
1				\$	or	Balance of Net	
۸	Add New Account	Change Amount of Current	Account	on File	Remove	Account on File	
C	Bank Name			Account Type			
С				Checking Savings			
Т	Routing/Transfer #	Account #		Amount to Deposit			
2				\$	or [Balance of Net	
I wish to terminate my enrollment in Direct Deposit. I understand that all future payroll payments to me will be in the form of a live check until I choose to enroll again in Direct Deposit.							
Effective date of changes noted above (mm/dd/yy):							
•							
I hereby authorize Hartnell College to deposit my pay in to the account(s) entered above.							
Employee Signature				Date			
For I	Payroll Use Only						
				_			
Date Rec'd		Processed By		Date			