



DIRECT DEPOSIT PAYROLL AUTHORIZATION FORM

You must have your paycheck automatically deposited in the banking institution account(s) of your choice on payday. You are able to have more than one account.

Print your name: _____

Fill in the bank information below **OR** attach a blank VOID check to this form and return to Payroll.

Amount of deposit \$ _____ *If only one account, full net check will be deposited.*

Name of Bank: _____ Bank Location (City): _____

Bank Routing No: _____ Bank Account No: _____

Checking Savings

Additional account information (if applicable):

Amount of deposit \$ _____

Name of Bank: _____ Bank Location (City): _____

Bank Routing No: _____ Bank Account No: _____

Checking Savings

Note: You may receive one paper check before your direct deposit goes into effect. If you have questions, contact the Payroll Office at (541)278-5750.

I hereby authorize Blue Mountain Community College, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account and the depository named to credit and/or debit the entries to such account.

This authority is to remain in full force and effect until BMCC has received written notification from me of its termination, in such time, and in such manner, as to afford BMCC and DEPOSITORY a reasonable opportunity to act on it.

Employee Signature: _____ Date: _____

Blue Mountain Community College is an Equal Opportunity Educator and Employer. For a full EEO disclosure statement, please go to www.bluecc.edu/EEO.