

MCCC AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Initial One _____ I want to participate in the MCCC direct deposit program (First time enrollment)
 _____ I want to change my direct deposit information as I have indicated below.
 _____ I want to end my participation in the direct deposit program.


By signing this Authorization Agreement for Direct Deposit, I agree to be paid by direct deposit. My net pay will be deposited on payday to the account(s) I have designated below. I authorize MCCC to make deposits to my account(s) with the bank named below. If MCCC erroneously deposits funds into my account(s), I authorize the company to initiate the necessary reversing entries.

This Authorization will remain in effect until Payroll has received written notification from me that my direct deposit is to be terminated in such time and manner for MCCC payroll to act on it, or upon termination. In addition, MCCC can terminate this agreement by providing written notice at least 10 days prior to a payroll.

Employee Name (Please Print)	Department	PID
Home Address	City	State
	Zip	Telephone
Employee's Signature	Date	

I. Bank Name	City	State
Zip Code		
ABA/Transit #	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account Number
Dollar amount to be deposited per pay \$		

II. Bank Name	City	State
Zip Code		
ABA/Transit #	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account Number
Dollar amount to be deposited per pay \$		\$

	256 DATE _____ 20 _____ PAY TO THE ORDER OF _____ \$
MEMO _____	
VOID	
 031301545 0000047755◆ 256	

Routing Number

Account Number

Check Number

MCCC

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What is Direct Deposit?

Direct deposit is hassle-free banking and makes your life easier in a lot of little ways. It is convenient and offers you the security of knowing that your pay is in your account when you need it to be there.

With direct deposit you choose to have your MCCC payroll checks deposited directly into your personal account at your designated bank, credit union or savings and loan.

What are the advantages?

The advantages of direct deposit make your banking more convenient and secure:

- No risk of stolen, lost or forged checks. Your check is already safely in the bank on payday.
- No more check cashing lines.
- No more worries when you are on vacation or on business trips. Your check is already deposited on payday.
- No more postal delays waiting to receive your check in the mail.

How Do I Sign Up?

It is easy to begin participating in the Direct Deposit Program. Simply complete an Authorization Agreement for Direct Deposit form available online or with Human Resources. The information you provide on the form authorizes MCCC payroll to directly deposit your paycheck to your designated bank or credit union each pay period.

Attach a **voided check** to the Authorization for Direct Deposit and return these documents to MCCC human resources or payroll. We also request that you verify your account and ABA transit numbers with your bank to ensure that they are set up to receive our transmission correctly.

Frequently Asked Questions about Direct Deposit

1. **What is direct deposit?** Direct Deposit is a system that automatically deposits your paycheck directly into your designated account at any financial institution that is a member of an automated clearinghouse.
2. **Who is eligible?** All employees
3. **When will my salary be deposited in my checking/savings account?** Your net pay is available to you on payday. Instead of receiving a paycheck on payday, you will have access to viewing this information on line.
4. **If I have two checking accounts, can I divide my paycheck to be deposited in both accounts?** Yes. There is no limit to the number of accounts to receive your net payroll. However, our payroll system will only allow you to designate a dollar amount to be deposited, not a percentage. For example: bank #1 gets \$500; bank #2 gets 500 and the remainder defaults to bank #3.
5. **Is it possible to have part of my salary directly deposited to my checking account and then get a paycheck for the remainder?** Yes. If your net check is greater than the amount you designated for deposit you will receive a live check for the difference.
6. **Will I be able to have direct deposit to my savings account instead of my checking account?** Yes.
7. **What should I do if I change banks or change accounts within the same bank? If you change account numbers or your bank, DO NOT close your account before notifying MCCC payroll in writing.** It is important that you forward a new Authorization Agreement for Direct Deposit and **a voided check** for the new account as soon as you have the new information. The revised direct deposit instructions will be effective one to two pay periods after you notify MCCC payroll.
8. **May I cancel my direct deposit?** If you want to cancel the service, please notify MCCC in writing by completing this form.
9. **If my bank is not a member of the automated clearing house, can I participate in the direct deposit program?** No, only financial institutions that are members can have automatic deposits made to them. However, most financial institutions are ACH members. Ask your financial institution if it is a member.
10. **What assurance will I have that my check is deposited to my account?** The remittance advice that is available on payday verifies that your paycheck was deposited in the account listed on the stub. The money is posted to your account on payday. You can always check with your bank for self-assurance.