

**MONROE COMMUNITY COLLEGE  
EMPLOYEE REQUEST FOR DIRECT DEPOSIT**

**Print Name** \_\_\_\_\_

**Banner ID** \_\_\_\_\_

I hereby authorize my employer to deposit on each regular payday

\$ \_\_\_\_\_ Amount      \_\_\_\_\_ Net Pay

Into: \_\_\_\_\_  
(name of bank)

My employer is also authorized to draw drafts to adjust any over-deposit which has been made to my account, and the **above named financial institution** is authorized to pay such drafts provided: (1) sufficient funds are on deposit for payment and (2) I have not revoked this authorization in writing. I will not hold the **above named financial institution** liable for any erroneous deposit or adjustments made by my employer.

Signature \_\_\_\_\_

Type of Account    \_\_\_\_\_ Checking      \_\_\_\_\_ Savings

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ **Start a new Direct Deposit**  
\_\_\_\_\_ **Change the amount of an existing deposit**

\*\*\*\*\*  
It is required that a **VOID CHECK OR A WRITTEN AUTHORIZATION FROM YOUR BANK** be attached to this form. The bank routing number and your account number must be on the form.  
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**NEW REQUESTS AND BANK CHANGES WILL TAKE 2 PAY PERIODS.**  
**A CHECK WILL BE ISSUED THE PAY PERIOD PRIOR TO THE DEPOSIT IN YOUR ACCOUNT FOR ALL NET PAY AUTHORIZATIONS.**

**Direct deposit is available with most financial institutions in the area.**

**You will receive your direct deposit notification via your MCC Outlook account. Your password will be your last name directly followed by the last four digits of your social security number (no spaces in between). Your direct deposit information is also available in Banner Self-Service for Employees.**