



## 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  Visa / MasterCard / reloadable card

### Additional account information (if applicable):

Amount of deposit \$ \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Bank Location (City) \_\_\_\_\_

Bank Routing No: \_\_\_\_\_ Bank Account No: \_\_\_\_\_

Checking  Savings  Visa / MasterCard / reloadable card

**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