

DIRECT DEPOSIT SIGN-UP FORM

Name \_\_\_\_\_ H# (Student Workers Only) or  
Employee ID \_\_\_\_\_

Bank Name \_\_\_\_\_ ABA Number \_\_\_\_\_

City/State \_\_\_\_\_

Checking  Savings Account Number \_\_\_\_\_

**Attach a voided check for checking account deposits and return to the Payroll Office TL204. If depositing to a savings account, please call your bank and ask for your account number and bank ABA number for electronic transfer.**

Check below as applicable:

Begin Deposit  Cancel my direct deposit  Change information

I hereby authorize Harrisburg Area Community College (hereinafter "HACC") to deposit any amounts owed me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries by HACC to my account. In the event that HACC deposits funds erroneously into my account, I authorize HACC to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until HACC and Bank have received written notice from me of its termination in such time and in such manner as to afford HACC and Bank reasonable opportunity to act on it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Note: Any changes or updates to your banking information will automatically cancel your existing direct deposit information and a paper check will be issued during the next pay cycle.**

**New Employees: Your first pay check will be a paper check while your direct deposit information is tested through the banking system. Providing all the information is submitted correctly, your second check will be directly deposited into your account.**

**The Direct Deposit Form applies to paychecks and any college reimbursements, for example travel advances/reimbursements and other miscellaneous reimbursements.**