

Employee ID#: \_\_\_\_\_

# MOUNT HOLYOKE

Human Resources Department - Payroll Section

## DIRECT DEPOSIT

**INSTRUCTIONS:** To **START OR CHANGE** your direct deposit complete Steps 1-3. To **STOP** your direct deposit complete Steps 1-2. All changes require completing the name of your bank and your account number. **For UMass Five College Credit Union accounts request a different form at x2503 Human Resource Office.**

Name (please print): \_\_\_\_\_

Department: \_\_\_\_\_

Employee Pay Type (check one)                       Hourly (Biweekly)                       Salaried (Monthly)

**Documents required to start direct deposit**

For CHECKING accounts: A copy of a blank **voided check** or letter/card from the bank with **routing#** and **account #**.

For SAVINGS accounts: A copy of Savings Statement or letter/card from the bank with **routing#** and **account #**.

Step 1:  Start     Stop     Change

Step 2:  Checking    OR     Savings

Step 3:  Total Net Pay    OR     Fixed Amount \$ \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Routing #:	Account #
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Step 1:  Start     Stop     Change

Step 2:  Checking    OR     Savings

Step 3:  Total Net Pay    OR     Fixed Amount \$ \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Routing #:	Account #
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Step 1:  Start     Stop     Change

Step 2:  Checking    OR     Savings

Step 3:  Total Net Pay    OR     Fixed Amount \$ \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Routing #:	Account #
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_