

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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Name of Bank: _____

Routing #: _____	Account # _____
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Signature: _____ **Date:** _____