



**DIRECT DEPOSIT AUTHORIZATION FORM**

NEW       CHANGE       CANCEL

\_\_\_\_\_  
NAME

\_\_\_\_\_  
GRCC EMPLOYEE ID#

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

.....

\_\_\_\_\_  
NAME OF BANK (DFI)

\_\_\_\_\_  
ROUTING & TRANSIT NO.

\_\_\_\_\_  
ACCOUNT NO.

CHECKING    SAVINGS

PLEASE DEDUCT:  FULL CHECK or  AMOUNT \$ \_\_\_\_\_ (LMCU ONLY)

**For a CHECKING account, write VOID on an unused check and attach here.**

**For a SAVINGS account, obtain written verification from your bank of routing and account numbers and attach to this form**

.....

I hereby authorize Grand Rapids Community College (hereinafter referred to as the Company) to deposit all pay related payments due to me into the designated Depository Financial Institution (hereinafter referred to as DFI) and account indicated above. Adjusting entries to correct errors are also authorized. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. **This authorization will remain in effect until canceled by me with written notification to the company.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Allow two (2) paydays for your direct deposit to start. The first payday is used as a pre-note to verify account information. On this payday you will be issued a **CHECK** that will need to be **picked up in the Payroll Department**. Starting with the second payday you will be able to view and/or print your paycheck through [www.grcc.edu](http://www.grcc.edu) or through HR Self Serve.