



HOUSTON COMMUNITY COLLEGE DIRECT DEPOSIT AUTHORIZATION FORM

Employee Name		Employee ID	SSN
Department Name	Office Telephone #	Home Phone #	Cellular Phone #

I hereby authorize Houston Community College (HCC) to initiate credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error to my account(s) indicated below.* I also authorize the depository or depositories named below to credit and/or debit the same to such account(s). You may cancel your direct deposit at any time; however, as a reminder, a direct deposit cancellation form must be completed and forwarded to the Payroll Department as soon as the cancellation has been completed. **If I terminate or change my account, I will notify the Payroll Department, immediately at Mail Stop MC 1116D.****

Please be specific in your selection activity. Place a check mark in the type of change you wish to make.

- Currently Enrolled in Direct Deposit. HCC has valid account information.
 New Direct Deposit Account Change Direct Deposit Account

Please Select Your Account Type (Select Only One) Checking Savings
 If Canceling, Please Indicate 1st or 2nd Account 1st Acct (\$\$ Amt) 2nd Acct (Excess Amt)

Institution Name _____
 City _____ State _____ Zip Code _____
 Transit / ABA #*** _____ Account # _____
 Employee Signature _____ Date _____

Staple VOIDED CHECK (Preprinted) or Attach Direct Deposit Authorization Form, completed and signed by your Financial Institution.

(Direct Deposit may take up to two (2) pay periods to become effective.)

We do not accept voided deposit slips, voided checks without preprinted name and address, or business checks.

Note: If you are not sure of your banking institution's information, make sure you contact them before you attempt to complete this form. Also, if after two pay periods your direct deposit is not in effect, please contact the Payroll Department at 713-718-6564.

***Debit entries resulting from errors will not be initiated by HCC beyond the current pay day. If a debit entry is necessary, Payroll will notify the employee before the current pay day to inform the employee of the adjustment.**

****If this account is inactive for a period of six (6) consecutive months, the direct deposit will be made inactive.**

*****Usually, your Transit/ABA # is the first nine digits printed at the left corner on your personal check. Again, verify this number with your Financial Institution.**

For Payroll Use Only	Change Entered By: _____	Date Entered: _____
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Forward to Payroll Department at MC 1116-D