



## Direct Deposit Authorization Form

Name \_\_\_\_\_ M# \_\_\_\_\_

I hereby authorize Mohawk Valley Community College Payroll Office to allocate my net pay as follows:

1. Name of Financial Institution \_\_\_\_\_ New  Delete  Change

Routing Transit # \_\_\_\_\_ Account # \_\_\_\_\_

Amount \_\_\_\_\_ Percent \_\_\_\_\_ Checking  Savings

2. Name of Financial Institution \_\_\_\_\_ New  Delete  Change

Routing Transit # \_\_\_\_\_ Account # \_\_\_\_\_

Amount \_\_\_\_\_ Percent \_\_\_\_\_ Checking  Savings

3. Name of Financial Institution \_\_\_\_\_ New  Delete  Change

Routing Transit # \_\_\_\_\_ Account # \_\_\_\_\_

Amount \_\_\_\_\_ Percent \_\_\_\_\_ Checking  Savings

4. Name of Financial Institution \_\_\_\_\_ New  Delete  Change

Routing Transit # \_\_\_\_\_ Account # \_\_\_\_\_

Amount \_\_\_\_\_ Percent \_\_\_\_\_ Checking  Savings

I authorize Mohawk Valley Community College to deposit my net pay via direct deposit to my account(s) as indicated above. If funds to which I am not entitled are deposited to my account(s) I authorize the College to direct the financial institution(s) to return said funds.

I understand that it is my responsibility to verify payments have been credited to my account(s) and that the College assumes no liability for overdrafts for any reason.

Signature \_\_\_\_\_

Date \_\_\_\_\_

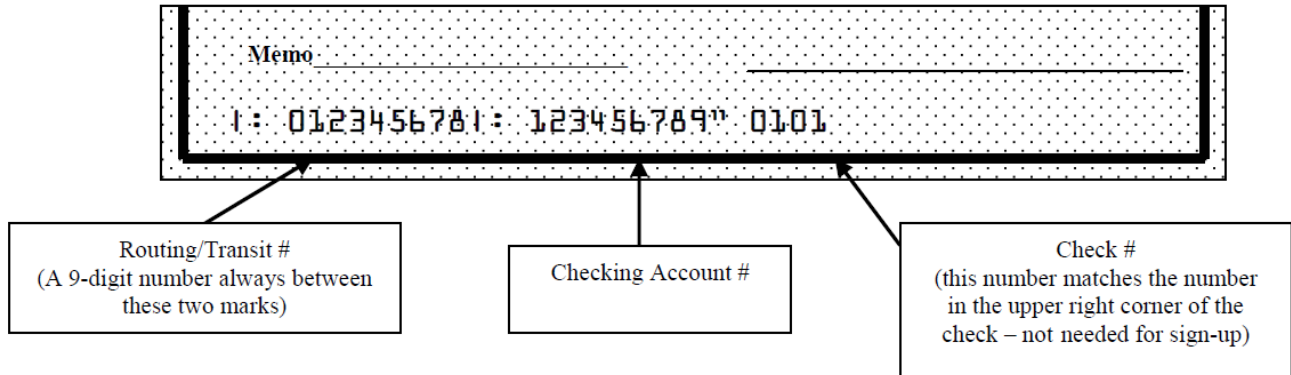
Daytime Phone # \_(\_\_\_\_\_) \_\_\_\_\_

**Please submit Form to Payroll Office.  
Attach Bank Letter or Voided Check.**

If you need assistance finding your routing or account number, contact your financial institution.

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Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.



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A bank letter is a document provided by your financial institution that confirms your name, address, routing transit #, and account #. Some national financial institutions may have these documents on their website if you search for direct deposit information.

If your financial institution is online only, such as Chime, please contact the Payroll Office to learn how to submit your direct deposit information.



**Contact Information**

Payroll Office

Payne Hall 171 - Utica

[payroll@mvcc.edu](mailto:payroll@mvcc.edu)