

Employee ID#:

MOUNT HOLYOKE

Human Resources Department - Payroll Section

DIRECT DEPOSIT

Name (please print): _____

Department: _____

Pay Frequency (check one): Bi-Weekly Monthly

SEE BACK OF THIS FORM FOR DOCUMENTS REQUIRED FOR DIRECT DEPOSIT AND INSTRUCTIONS ON HOW TO COMPLETE THIS FORM.

Step 1: Start Stop Change

Step 2: Checking --OR-- Savings

Step 3: Total Net Pay --OR-- Fixed Amount \$ _____

Name of Bank: _____

Account #: _____

Step 1: Start Stop Change

Step 2: Checking --OR-- Savings

Step 3: Total Net Pay --OR-- Fixed Amount \$ _____

Name of Bank: _____

Account #: _____

Step 1: Start Stop Change

Step 2: Checking --OR-- Savings

Step 3: Total Net Pay --OR-- Fixed Amount \$ _____

Name of Bank: _____

Account #: _____

Signature: _____ Date: _____

Direct Deposit Online - EPOV:

Copy to: Accounts Payable

Date: _____

Rev. 5/11

INSTRUCTIONS:

TO START DIRECT DEPOSIT*: Complete Steps 1-3 along with the Name of your Bank and your account number. **You must provide Payroll with one of the documents noted below for the type of account you are opening.**

TO STOP DIRECT DEPOSIT*: Complete Steps 1-2 along with the Name of your Bank and your account number.

TO CHANGE THE AMOUNT DEPOSITED TO YOUR BANK ACCOUNT*: Complete Steps 1-3 along with the Name of your Bank and your account number.

DOCUMENTS REQUIRED TO START DIRECT DEPOSIT:

CHECKING:

- A copy of a Blank Voided Check or letter/card from the Bank with Routing # and Account #.

SAVINGS:

- A Copy of Savings Statement or letter/card from the Bank with Routing # and Account #.

****If you want to deposit funds to an account with the UMass Five College Credit Union, you will need to use a different form. Please contact Human Resources x2503 to request a Five College Credit Union form.***