

**NORTH COUNTRY COMMUNITY COLLEGE
DIRECT DEPOSIT ENROLLMENT FORM**

To enroll in Direct Deposit, simply fill out this form and submit it to Payroll.

I hereby authorize North Country Community College to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by North Country Community College to my accounts. In the event that North Country Community College deposits funds erroneously into my account, I authorize North Country Community College to debit my account for an amount not to exceed the original of the erroneous credit.

This authorization is to remain in full force and effect until North Country Community College has received written notice from me of its termination in such time and in such manner as to afford North Country Community College and Bank reasonable time to act on it.

Employee Name: _____ Social Security Number: ____ - ____ - ____
Employee Signature: _____ Date: _____

- Check Stub: Mail to address on check
 Pick up in interoffice mail (this option for faculty/staff only)
 Pick up at campus where you're employed

**ATTACH A VOIDED CHECK OR A PRE-PRINTED DEPOSIT SLIP SHOWING YOUR BANK
ROUTING AND ACCOUNT NUMBERS**

ACCOUNT INFORMATION (You may choose up to 3 accounts)

1. Bank Name/City/State: _____
Bank Routing Number: _____
Account Number: _____ Checking Savings
I wish to deposit:
 \$ ____ . ____ **or**
 _____ % **or**
 Entire Net Amount

2. Bank Name/City/State: _____
Bank Routing Number: _____
Account Number: _____ Checking Savings
I wish to deposit:
 \$ ____ . ____ **or**
 Remaining Percentage _____ % **or**
 Remaining Net Amount

3. Bank Name/City/State: _____
Bank Routing Number: _____
Account Number: _____ Checking Savings
I wish to deposit:
 \$ ____ . ____ **or**
 Remaining Percentage _____ % **or**
 Remaining Net Amount