

DIRECT DEPOSIT INFORMATION

McHenry County College processes its payroll transactions via direct deposit. Enclosed is a direct deposit authorization form.

Home State Bank is the College's processor, the employee may deposit to any financial institution.

About the form: If you wish all of your net earnings to be deposited to one account, please only fill in the financial institution information for Account 1 and leave the financial institution information for Account 2 blank. The ABA Number is also referred to as the Bank Routing Number. The ABA Number can be found on the bottom left corner of your check and some financial institution's deposit slips. If your earnings will be deposited to a savings account; please call your financial institution to obtain the ABA Number. If you have two accounts designated and your net earnings, for a particular pay period, are less than the amount requested to be deposited to Account 2, your total net earnings will be deposited to Account 1. You must specify a dollar amount to be deposited to Account 2, if depositing in two accounts.

On payday, each employee receives an advice of credit. Your advice of credit is distributed by interoffice mail, unless you are adjunct faculty, then your advice of credit is mailed.

All forms necessary for the processing of payroll must be returned in a timely manner to ensure no delays in processing your pay. Any employee who cannot participate in direct deposit must make special arrangements with McHenry County College's Treasurer.

If you have any questions or concerns about direct deposit, please contact the Payroll Office. Thank you for your prompt attention and cooperation.

direct deposit directions

TO: Home State Bank, N.A.

I hereby authorize McHenry County College, hereinafter called the College, to initiate Credit entries and to initiate, if necessary, debit entries and adjustments for any credit Entry in error to my (our) account indicated below and the financial institution named Below, hereinafter called *Depository*, to credit and/or debit the same to such account. This authority is to remain in full force and effect until the *College* has received written Notification from me (or either of us) of its termination in such time and in such manner as to afford the *College* and *Depository* a reasonable opportunity to act on it.

Employee Name (Print)

Social Security Number

Financial Institution Name & Address (Account 1 – Primary*)	Type of Account:
	Checking Saving
	Account Number:
	ABA Number:

Financial Institution Name & Address (Account 2 – Alternate*)	Type of Account:
	Checking Saving
	Account Number:
	ABA Number:
	Amount of Deposit: \$

* The balance of the deposit after posting to the alternate account will be made to the primary account.

CHECK ONE:

I am not currently participating in the Direct Deposit Program
ADD – Deposit my pay to the accounts shown.

I am currently participating in the Direct Deposit Program.
CHANGE – Change financial institutions and/or account number.

Due to the time required for the College and bank processing, allow one or two pay periods for processing. You will be receiving a regular paycheck until the change can be processed.

Date: _____ Signature: _____

Account 1 *Important!* *Check type of Account:* Checking Savings

Please tape your voided check or deposit slip here.

Account 2 *Important!* *Check type of Account:* Checking Savings

Please tape your voided check or deposit slip here