



Henry Ford College Payroll Direct Deposit Enrollment/Change Form

I hereby authorize Henry Ford College to deposit my net pay into the bank account(s) as specified below. I authorize HFC to initiate adjustments, if necessary, for any debits or credits made to my account in error. I understand that it is my responsibility to verify the correct routing and account numbers with my financial institution(s), and to provide a voided check, bank statement, or bank letter listing my routing and account number(s) for each account listed below. HFC is not responsible for any erroneous information provided on this form or indirectly due to failure to attach a voided check, statement, or bank letter.

Employee Name: _____ Employee I.D. #: _____

Employee Signature: _____ Date: _____

Choose one:

New Enrollment - Attach a voided check, a copy of a check, or a letter from your financial institution which provides the routing and account number for each account listed below.

Note: Deposit slips will not be accepted.

Change to current direct deposit information - Provide documentation as per new enrollment.

Cancel direct deposit - List only accounts for which you want direct deposits to end.

I. Bank Name: _____ Checking Savings
Routing and Transit # _____ Account #: _____

Entire/Remainder of Net Pay Fixed Amount: _____

II. Bank Name: _____ Checking Savings
Routing and Transit # _____ Account #: _____

Entire/Remainder of Net Pay Fixed Amount: _____