Mitchell COMMUNITY COLLEGE

Direct Deposit Enrollment/Change Form

<u>**Payroll/HR Use Only**</u>

Colleague ID # _____

Posted New/Change _____

Attach voided check for verification

<u>**Request Type**</u>   ☐ **Enrollment/New**   ☐ **Cancellation of Account**   ☐ **Add Additional/Change Current Account**

Bank Name _____

☐ **Checking Account Amount** _____

Enter $ amount (or enter ALL)

☐ **Savings Account Amount** _____

Enter $ amount (or enter ALL)

Comments/Description

The Pay Advice Election Form enables employees to use WebAdvisor Pay Advice to view pay information from the current year or a previous year. Access is gained by a User ID and password through WebAdvisor. By selecting this option, employees will no longer receive a printed direct-deposit advice. If you elect to view pay information through WebAdvisor, this will remain in effect until changed by you. **Check the box which describes the action you choose for accessing your payroll information.**

☐   I elect to view my pay information through WebAdvisor. I understand this option will become effective with the next available payroll.

☐   I do not elect to view my pay information through WebAdvisor. I understand that I will continue to receive a printed direct deposit advice.

I hereby authorize Mitchell Community College to directly deposit my payroll check into the above account(s). I understand that this authorization is to remain in force until Mitchell Community College has received written authorization from me of its termination or change. I understand that if I terminate employment with Mitchell Community College and resume employment at a future date, it will be necessary to sign up once again for direct deposit by submitting a new form to the payroll/HR department upon rehire. I understand that it is my responsibility to notify Payroll <u>30 days in advance</u> of any changes that are made to my bank account(s). I understand that I will receive a live payroll check during the first month after enrollment or change of information of direct deposit.

Employee Printed Name_____

Employee Email Address _____

Employee Signature _____ Date _____