



Direct Deposit Enrollment Form

Print Name

Employee ID#

Hartnell College offers paperless pay advices delivered via email. If you would like to enroll in this feature, please provide us with your email address below. Check your email for instructions and PIN.

Email: _____

You may have up to two active accounts at any time. Make sure to indicate what type of account, along with amount to be deposited if less than your total net pay.

A C C T 1	<input type="checkbox"/> Add New Account <input type="checkbox"/> Change Amount of Current Account on File <input type="checkbox"/> Remove Account on File		
	Bank Name		Account Type
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings
	Routing/Transfer #	Account #	Amount to Deposit
			\$ _____ or <input type="checkbox"/> Balance of Net

A C C T 2	<input type="checkbox"/> Add New Account <input type="checkbox"/> Change Amount of Current Account on File <input type="checkbox"/> Remove Account on File		
	Bank Name		Account Type
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings
	Routing/Transfer #	Account #	Amount to Deposit
			\$ _____ or <input type="checkbox"/> Balance of Net

☐ I wish to terminate my enrollment in Direct Deposit. I understand that all future payroll payments to me will be in the form of a live check until I choose to enroll again in Direct Deposit.

Effective date of changes noted above (mm/dd/yy): _____

I hereby authorize Hartnell College to deposit my pay in to the account(s) entered above.

Employee Signature

Date

For Payroll Use Only

Date Rec'd _____

Processed By _____

Date _____