

GRCC Electronic Payroll Authorization Form

Employee's Name (print): _____ Employee's ID Number: _____

This authorization replaces any previous direct deposit authorizations and will remain in effect until I have canceled in writing or until my employment is terminated.

GRCC requires electronic payroll.

You may choose a direct deposit to any two financial institutions or pay card to Lake Michigan Credit Union.

Direct Deposit Account Information

1) Name of Financial Institution: _____

Routing and Transit Number: _____ Account Number: _____ Checking Savings

Amount: Full Check Balance Partial Amount: _____

2) Name of Financial Institution: _____

Routing and Transit Number: _____ Account Number: _____ Checking Savings

Amount: Full Check Balance Partial Amount: _____

Pay Card Information (For Lake Michigan Credit Union use only.)Name of Financial Institution: Lake Michigan Credit Union

Routing and Transit Number: _____ Account Number: _____ Checking Savings

Important Information

Please attach a voided check (for checking accounts only) or verification from your financial institution of the routing and account numbers for each account. **Failure to do so may cause a delay in receiving your pay.**

I hereby authorize Grand Rapids Community College to deposit all pay related payments due to me into the Financial Institution(s) named above. Adjusting entries to correct errors are also authorized. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association.

Employee's Signature: _____ Date: _____