

HOPE COLLEGE

Payroll Direct Deposit Form

Hope College participates in a payroll direct deposit program through Automatic Clearing House (ACH). If you wish to participate in the program, please complete the information below and return to the PAYROLL OFFICE.

Employee Name \_\_\_\_\_ Hope I.D. \_\_\_\_\_

Bank Name \_\_\_\_\_

A.B.A. Routing # \_\_\_\_\_

Circle One:      New Account / Change / Stop

\_\_\_\_\_ Savings: Account Number \_\_\_\_\_

Fixed Amount \$ \_\_\_\_\_ or Net Check \_\_\_\_\_

\_\_\_\_\_ Checking: Account Number \_\_\_\_\_

Fixed Amount \$ \_\_\_\_\_ or Net Check \_\_\_\_\_

Desired Effective Date \* \_\_\_\_\_

\* Changes and stops will be effective with the next payroll, unless indicated.

I hereby authorize Hope College to deposit my payroll check as stated above and also authorize Hope College to initiate credit or debit entries to my account(s) to correct any errors which may have occurred. (This authority will remain in force until Hope College has received written not