

I authorize Hillsborough Community College to:

Credit my checking account

Credit my savings account

at _____
(Financial Institution)

for _____, _____
(transit number) (account number)

(Your transit number is the first series of bank numbers found in the lower left-hand side of your personal checks or savings deposit slips. The account number is your personal account number with your financial institution which is the second series of bank numbers found in the lower left hand side of your personal check or savings deposit slips.)

I understand that if corrections in the credit amount are necessary, it may involve an adjustment (credit or debit) to my account. I understand that Hillsborough Community College is not responsible for errors to my account involving direct deposits and that any questions involving my account should be referred to my financial institution.

Please forward my check stub (pay advice) to the following location:

_____ District Administrative Offices

_____ Dale Mabry

_____ Ybor City

_____ Plant City

_____ Brandon

_____ Other _____

I understand that this authorization will remain in effect until I complete another Pay Distribution Authorization Form, allowing reasonable time for the College to act on my request.

Print Employee's Name _____ ID Number or Soc. Sec. No. _____

Employee's Signature _____ Date _____

ATTACH A VOIDED CHECK ~~OR DEPOSIT SLIP~~ FOR DIRECT DEPOSIT

THIS AUTHORIZATION IS NON-NEGOTIABLE AND NON-TRANSFERABLE

GENERAL INFORMATION

For direct deposits, you will continue to receive your payroll check until your account information is verified by your financial institution. After verification, your pay will go directly to your savings or checking account and you will receive a pay advice. If you want your pay distributed to more than one account at your financial institution, contact your financial institution directly.

Pay stubs and pay advices will contain the same information about gross pay, deductions, net pay, leave balances, etc.

PLEASE RETURN COMPLETED FORM TO THE PAYROLL OFFICE