

Direct Deposit Enrollment and Change Form

The purpose of this form is to set-up or change direct deposit for payroll and reimbursements (i.e. travel, business expenses, etc.) due you from Yavapai College.

Name: _____
Last First MI

**Please Attach
Voided Check
Here**

Employee ID or Birthday: _____

Direct Deposit Enrollment

Change My Direct Deposit

Payroll Direct Deposit Information

Bank Name: _____

Checking

Savings

ABA Routing Number: _____

Account Number: _____

Accounts Payable (AP) Direct Deposit Information

Same account information as above

Change account information

Bank Name: _____

Checking

Savings

ABA Routing Number: _____

Account Number: _____

If section is not completed, AP Direct Deposits will be made into the primary account provided for payroll.

I hereby authorize Yavapai College to initiate credit entries/deposits and to, if necessary, initiate debit entries/reversals for any credit entries in error, to the accounts listed above.

This authority is to remain in full force and effect until Yavapai College has received written notification from me of its termination.

Signature: _____ Date: _____