

**KELLOGG COMMUNITY COLLEGE**  
**Payroll Direct Deposit Authorization**

A prenote will be sent to your financial institution the first pay after your form is processed,  
so you will receive a paper check.  
Once your information is confirmed, your direct deposit will begin the following payroll.

<b>Please Print or Type</b>			
Employee Name	_____		
	Last	First	Middle
KCC ID	_____		
	(this is the ID used to access the Web Portal and your Email)		
<i>*Your pay advice can be viewed on KRIS through the Web Portal the Wednesday before pay day.</i>			

Status (check only one)	<input type="checkbox"/> New Direct Deposit	<input type="checkbox"/> Change in Direct Deposit
<b>You must allow 10 working days for Human Resources to update your account or financial institution information.</b>		
<b>If your money is returned to the College due to a closed account, you will be charged \$12.50.</b>		
Type of Account (check only one)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Please contact your financial institution for accurate Routing Transit Number and Account Number		
Financial Institution Name	_____	
Location of Financial Institution (please check one)	<input type="checkbox"/> Michigan	<input type="checkbox"/> Other State (please specify) _____
Routing Transit Number	_____	
Your Account Number	_____	

I authorize Kellogg Community College to deposit the net pay owed me by the College, by direct deposit into the designated Financial Institution and Account Number. I understand that Kellogg Community College is not responsible for the accuracy of the information I have provided above and inaccurate information will delay the implementation of direct deposit. This authorization remains in effect until revoked in writing by me.

I authorize Kellogg Community College to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account.

I understand that I will receive my biweekly payroll information via the KCC Web Portal.

I understand that if my money is returned to the College due to a closed account, I will be charged \$12.50.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date