



# MT. HOOD COMMUNITY COLLEGE AccelaPay Card or Direct Deposit Payroll Authorization

Full-time       Part-time       Student   
New       Change       Cancel

NAME: \_\_\_\_\_

MHCC ID#: \_\_\_\_\_

**AccelaPay Card:** *With the AccelaPay Card, your pay will be deposited into a prepaid Visa card. AccelaPay Card will be mailed to your address on file in payroll-allow 7 to 10 business days for processing and delivery. Actual loading of pay onto card maybe one to two payroll periods – please check with MHCC payroll office.*

\$ \_\_\_\_\_ .00       100 % of Net Pay       Remaining Balance

**1<sup>st</sup> Direct Deposit Account:**

Checking:       Savings:

**Bank Name:** \_\_\_\_\_

\$ \_\_\_\_\_ .00       100 % of Net Pay       Remaining Balance

**2<sup>nd</sup> Direct Deposit Account:**

Checking:       Savings:

**Bank Name:** \_\_\_\_\_

\$ \_\_\_\_\_ .00       100 % of Net Pay       Remaining Balance

**3<sup>rd</sup> Direct Deposit Account:**

Checking:       Savings:

**Bank Name:** \_\_\_\_\_

\$ \_\_\_\_\_ .00       100 % of Net Pay       Remaining Balance

Account# \_\_\_\_\_

ABA Routing/Transit # \_\_\_\_\_

**You must attach a voided check for verification of account number.**

I authorize Mt. Hood Community College and the banks shown above to deposit my pay to AccelaPay Card/checking/savings accounts shown above on each payday. If funds to which I am not entitled are deposited to this account, I authorize Mt. Hood Community College to direct the bank to return such funds. This authorization will remain in effect until I have cancelled it in writing, upon rejection of a deposit by the bank because the account is closed or termination of MHCC employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: all banking information will be removed upon resignation/termination of your employment with Mt Hood Community College.*