

## DIRECT DEPOSIT ENROLLMENT/CHANGE FORM

Direct Deposit is the electronic transfer of your current payroll amount from Maine Maritime Academy to the designated account(s) in the bank(s) or credit union(s) of your choice.

Complete the required information below to enroll in or change your current direct deposit at Maine Maritime Academy. Insert the dollar (\$) or percent (%) amount to be deposited into the first (primary) account. The remainder of net earnings will automatically be deposited into the secondary account.

**DO NOT CLOSE YOUR ACCOUNT UNTIL YOU HAVE RECEIVED FINAL PAY.**

**The following documents MUST be attached to this form:**

**Copy of voided check or savings deposit form  
for accounts into which payroll amounts are to be deposited.**

<b>I. Employee Information</b>			
Last Name		MMA ID	
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
First Name		Middle Name	
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	
I am completing this form for the first time: <input type="checkbox"/> yes <input type="checkbox"/> no		Telephone: <input style="width: 100%;" type="text"/>	
This is a change to my allocation: <input type="checkbox"/> yes <input type="checkbox"/> no			
<b>II. Direct Deposit Information</b>			
<b>Primary Account:</b>			
Type of Account	Bank/Credit Union Name	Routing Number	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Checking	<input style="width: 100%;" type="text"/>	Account #	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Savings	\$ of Net Pay	% of Net Pay	All of Net Pay
	<input style="width: 100%;" type="text"/>	or <input style="width: 100%;" type="text"/>	or <input type="checkbox"/>
<b>Secondary Account:</b> (If you did not deposit your entire payroll amount into the account specified above, the remainder will be deposited into this account.)			
Type of Account	Bank/Credit Union Name	Routing Number	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Checking	<input style="width: 100%;" type="text"/>	Account #	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Savings			

Note: If you wish to have your pay deposited into more than two accounts, please add any additional account(s) below:

<b>Tertiary Account:</b> (If you did not deposit your entire payroll amount into the account(s) specified above, the remainder will be deposited into this account.)		
Type of Account	Bank/Credit Union Name	Routing Number <input type="text"/>
<input type="checkbox"/> Checking	<input type="text"/>	Account # <input type="text"/>
<input type="checkbox"/> Savings		

<b>III. Authorization</b>
I authorize Maine Maritime Academy to deposit any payroll amounts owed to me to my account(s) at the depository institution(s) listed above. I authorize Maine Maritime Academy to debit my account only for the purpose of correcting an amount erroneously credited to my account. I understand it is my responsibility to verify that payments issued by Maine Maritime Academy have been credited to my account(s) before attempting to draw on the funds. I understand that this authorization will remain in effect until I change my account number(s) and notify Maine Maritime Academy in writing by completing a Direct Deposit Enrollment/Change Form. I authorize and request my Bank to accept any credit and adjusting entries initiated by MMA to my authorized account, and to credit to such account without fiscal responsibility to MMA. It is my responsibility to notify MMA if there are any changes to my depository information. I certify that I have read and understood this authorization.
Signature: _____ Date: _____

**Note:** Direct Deposit may not become effective for at least one paycheck after this change is processed.

Office Use Only. Received date: _____
Date added to HRIS: _____ By: _____
First Deposit Date: _____