



<b>Print Name</b> (First Name, Middle Initial, Last Name)	<b>College ID Number</b>
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- NEW:** Check this box if you are setting up direct deposit for the first time.
- ADD:** Check this box when adding an additional deposit account to your existing payroll profile.
- CHANGE:** Check this box to change your Financial Institution, Account Number or Type of Account. You must complete Step 1a or Step 1b with all updated information.
- CANCEL:** Indicate Financial Institution and Account Number to be cancelled in Step 1b below. A cancellation should take effect with the next pay date.

**Step 1a: Staple your VOIDED personal check over the boxes below.** Do not attach a deposit ticket, as it may contain internal financial institution reference numbers not applicable for direct deposit purposes.



**OR**

**Step 1b: Provide information below, only if you do not attach a voided check.** If you are unsure of your correct Routing Number or Account Number, please contact your financial institution.

Financial Institution	Routing Number <i>(Must be nine digits)</i>	Account Number <i>(Do not use digits from debit card)</i>	Dollar Amt <i>or ALL (No %)</i>	Checking <i>or Savings</i>

**Pay Advices are available in WebAdvisor the Wednesday preceding Payday.**

**WebAdvisor Instructions:**

1. Go to [www.schoolcraft.edu](http://www.schoolcraft.edu), click on **WebAdvisor** on right side of screen.
2. Click the **Log In** tab at top, right side of screen.
3. Log In using your Schoolcraft College User ID and Password.
4. Select the **Employees** button on left side of screen. If you do not see the **Employees** button, contact Payroll at 734-462-5368 or -5369.
5. Select **Pay Advices** on lower left side of screen.

I authorize Schoolcraft College to deposit salary owed me by Schoolcraft College, by direct deposit (electronic funds transfer) into the designated financial institution and Account Number. I understand this authorization remains in effect until cancelled by: (a) me; (b) my death or legal incapacity; (c) the financial institution; (d) Schoolcraft College or (e) upon separation. I authorize Schoolcraft College to recover money electronically deposited in my account in error, either by adjusting the account or withholding any future payments. I understand I will be notified in writing by Schoolcraft College if adjustments are being made. Michigan law governs electronic funds transactions in all respects except as otherwise superseded by federal law. I understand that I will be notified if any rule changes are made that affect me. I have kept a copy of this authorization.

<b>Employee Signature</b>	<b>Date</b>	<b>Phone Number</b>
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