

# COLLEGE EMPLOYEES

A Payroll service for Mercyhurst College employees is **Direct Deposit**. It is the safest way to assure your payroll funds are deposited into your checking account. The following information is needed to establish your direct deposit.

**Please have your banking institution provide the transit routing and account numbers. If this is a credit union account you will need to contact them for proper routing and account numbers.**

\_\_\_\_\_ **Banking Institution (Name)**

\_\_\_\_\_ **Bank Transit Routing Number**

\_\_\_\_\_ **Your Bank Account Number**

\_\_\_\_\_ **Checking or Savings (indicate)**

\_\_\_\_\_  
**NAME**

**Please attach a voided check (if available)**

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Questions, call Diane Rutkowski 814-824-2278

RETURN THIS FORM TO COLLEGE PAYROLL OFFICE. OR **You may fax it to 824-2109**

DIANE RUTKOWSKI  
PAYROLL OFFICE MERCYHURST COLLEGE  
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**ROOM 227 EGAN**