

To: Montgomery College Community

From: Jacqueline Williams, Payroll Manager
Office of Human Resources and Strategic Talent Management

Subject: **New Electronic Direct Deposit Authorization Form**

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Effective immediately, employees may update their direct deposit banking information electronically via the [MyMC employee portal](#). Employees will be able to securely add new bank accounts, make changes to their existing bank accounts, and cancel existing bank accounts on the new Electronic Direct Deposit Authorization Form. This process will replace the requirement of submitting the paper direct deposit form via your Montgomery College email account. Once logged into [MyMC](#), navigate to the **Employee Resources** page and click on the Direct Deposit icon. You can also access the form from the [HRSTM website](#) and navigate to the [Forms page](#), click on the **Payroll tab**, and click on [Direct Deposit Authorization Form](#).

Once the electronic direct deposit form launches, your personal information will automatically populate. Note that you will be required to upload an image (GIF, JPG, or PNG) of your check or direct deposit banking document from your banking institution with your bank account and bank routing numbers for each account you are adding or changing. When your change is submitted and processed by the Payroll Department, you will receive an email confirmation. For detailed instruction, view the [job aid](#).

Approximately 95% of Montgomery College employees are already enrolled in direct deposit and we want to take this time to remind those not already enrolled to take this opportunity to do so. Direct deposit is the most efficient, timely, *and* secure way to receive your pay. It eliminates the possibility of a lost or stolen check and reduces the opportunity for identity theft. Also, it ensures receipt of your pay on the scheduled payday versus having to wait for a paper check to be mailed and be delivered to your home. Please use the new electronic Direct Deposit Authorization Form to sign up today.

Please email payroll@montgomerycollege.edu should you have any questions. For more information on Direct Deposit, see [Frequently Asked Questions \(FAQ\)](#).