



Department of Human Resources
South Hall, Room 106
P: 718.289.5119
F: 718.289.6000

Bronx Community College
of The City University of New York
2155 University Avenue
Bronx, New York 10453

How to Enroll in Direct Deposit

These instructions are to assist current employees with the process of enrolling in direct deposit using the following form:

- **Direct Deposit Form:** http://www.bcc.cuny.edu/wp-content/uploads/2019/08/f240-006_direct_deposit_modify_form_cuny_only.pdf

Step 1: Fill out the above direct deposit [form](#)

Step 2: Form must be submitted along with a **voided check** from your bank. It can be a personal check with “VOID” written over the check or a bank letter for the checking or savings account of your choice.

Step 3: Submit the filled **direct deposit enrollment form** along with the **voided check** or **bank letter** to the Human Resources Department located at South Hall, Room 106.

IMPORTANT INFORMATION:

- Enrollment for direct deposit can be made at the time of submitting new hire paper work or any time after being hired.
- Direct Deposit changes can typically take effect after 2 to 3 pay periods after the completed form has been submitted.