



DIRECT DEPOSIT OF EMPLOYEE PAYCHECKS

The West Valley-Mission Community College District offers direct deposit to all full-time and part-time faculty, basic unit workers, supervisors, administrators, and confidential employees.

Please carefully read the information below:

1. Only end-of-month paychecks can be electronically transferred. If payments are issued to you any other time during the month, you will receive a regular paycheck.
2. To initiate the direct deposit, fill out the following *Direct Deposit Authorization Agreement* and attach a voided check then return to Payroll before the 15th of the month.
3. Your direct deposit will be “prenoted” for one pay period. This is a dry run to make sure that there is no problem with the transfer. You will receive a regular paycheck for the prenote pay period. If the bank detects no error, your next paycheck will be electronically transferred.
4. Any changes to your account need to be in writing and in the Payroll Office no later than the 15th of the month. Any changes to your direct deposit will result in another “prenote” pay period to ensure no problems with the change.
5. The banking industry suggests that you have overdraft protection for your accounts. This will protect you in the event of a processing failure in the banking system. The District is not responsible for any errors or check charges due to errors in the direct deposit process.

Your signature below states that you understand the above information and will adhere to the procedures therein:

Signature

Date

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

New **Change** **Cancel**

I hereby authorize West-Valley Mission Community College District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below and the bank named below, to credit and debit the same entries to such account.

BANK NAME: _____

CITY: _____ STATE: _____ ZIP: _____

(where **bank** is located)

BANK TRANSIT NO. _____ ACCOUNT NO: _____

Checking or Savings

This authority is to remain in full force and effect until West Valley-Mission Community College district has received written notification from me on its termination in such time (ten days) and in such manner as to afford West Valley-Mission College District and the institution(s) a reasonable time to act on it, or upon termination of my employment from the District. I have read the Direct Deposit instructions and understand that I should have overdraft protection before signing up for this plan.

NAME (print): _____ SSN: _____

SIGNATURE: _____ DATE: _____

*****SEE FRONTSIDE: READ, SIGN, AND DATE**

You must attach a voided blank check to validate account information.

ATTACH VOIDED BLANK CHECK HERE