



## WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT DIRECT DEPOSIT AUTHORIZATION AGREEMENT PAYROLL ONLY NOT FOR ACCOUNTS PAYABLE

The West Valley-Mission Community College District offers direct deposit to all employees. Please carefully read the information below:

1. To initiate the direct deposit setup, fill out the second page of this agreement and attach acceptable banking information. Choose one:
  - A check marked "**VOID**" with my preprinted name.
  - An official bank direct deposit form or letter that includes *my name, routing, account number, and account type.*
2. Once completed, submit it to the Payroll Office 15 calendar days prior to your next pay date.  
Submit to: [payroll.services@wvm.edu](mailto:payroll.services@wvm.edu)
3. Direct deposit requests must be verified through a prenote process with your financial institution to confirm the accuracy of account and routing numbers. The prenote process occurs during the first payroll after signing up for direct deposit, and **your first paycheck will be mailed to the address on file**. Once your account and routing numbers are verified, your direct deposit will take effect in the following payroll period.
4. Changes to an employee's direct deposit (new bank or new account) will result in another "prenote" pay period to validate bank information.
5. Notify the Payroll Office immediately if your bank account has been compromised, if you change banks or account numbers, or if your current direct deposit is no longer active.
6. The District is not responsible for any errors or bank charges resulting from incorrect or outdated direct deposit information provided. A replacement check can only be reissued after the District has received refund from the financial institution.

Your signature signifies that you understand the above information and agree to adhere to the procedures therein.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

