



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. Paychecks can only be electronically transferred during the two primary pay periods (15th of-month or end-of-month). If payments are issued to an employee outside of the normal pay period, a paper check will be issued.

2. To initiate the direct deposit setup, fill out the second page to this agreement, attach a voided check, then submit to the Payroll Office by the deadline date.

Deadline for 15th of month payroll: 30/31st of the month
Deadline for end-of-month payroll: 17th of the month

3. The direct deposit will be "pre-noted" for one pay period. This is a dry run to ensure a successful account validation. During the pre-note period, employees will receive a paper paycheck. If the bank detects no errors, the next paycheck will be electronically transferred to employees bank account.

4. Changes to an employee's direct deposit (new bank or new account) will result in another "pre-note" pay period to validate bank information. A new direct deposit form must be submitted by the deadlines as noted above.

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 bank 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:

Employee Signature

Date

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: _____ Checking or Savings

City: _____ State: _____ Zip Code: _____
 (where bank is located)

Bank Transit #: _____

Account #: _____ **Deposit amount or %**

Bank Name: _____ Checking or Savings

City: _____ State: _____ Zip Code: _____
 (where bank is located)

Bank Transit #: _____

Account #: _____ **Deposit amount or %**

Bank Name: _____ Checking or Savings

City: _____ State: _____ Zip Code: _____
 (where bank is located)

Bank Transit #: _____

Account #: _____ **Deposit amount or %**

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 Community 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 the District is not responsible for any errors or bank charges due to errors in the direct deposit process.

Employee Name (PRINT)

Banner ID: (G0123456)

Employee Signature

Date

YOU MUST ATTACH VOIDED BLANK CHECK TO VALIDATE ACCOUNT INFORMATION.

Revised: 10/29/19