DIRECT DEPOSIT

PLEASE COMPLETE REVERSE SIDE AND RETURN THIS FORM TO THE PAYROLL DEPT. - ROOM 630, 638 or 629

What to do:

1. Fill out the form on the reverse side. **ALL** account holders are required to sign this form.

   AND

2. **Attach a voided check (or a print out from your bank) that shows both routing and account numbers**

   AND

3. Return to the **Payroll Department Inbox** in Fiscal Services in building 600 (turn left at Fiscal entrance)
   OR:
   Faculty/Staff: Room 630 or 638
   Student/Temp employees: Room 629, or give to your manager to submit with new hire packet)
   The Payroll offices are located in the 600 Administration Building, left of the Board Room

How it works:

It takes approximately 6-8 weeks to activate this service. Please see examples below:

Faculty/Staff: You request direct deposit on February 5th
                                Your February pay will be processed via traditional paper check.
                                Your March pay will be deposited directly to your account:
                                funds will be in your account by pay day.
                                Form will be due by Feb. 10th to apply to March deposit

Student/Temp employees: You request direct deposit on February 17th
                                Your March pay will be processed via traditional paper check.
                                Your April pay will be deposited directly to your account: funds
                                will be in your account by payday.
                                Form will be due by Feb. 20th to apply to April deposit

Once established, you can view/print your paystub by logging in at https://my.solano.edu
                   - Faculty/Staff: Employee tab > Pay Stub > Display > Select Pay Day
                   - Student/Temp: My Solano tab > bottom right corner > "temp pay stub"

If you change or close your bank account, you **MUST** notify the Payroll department no later than the:
   - Faculty/Staff: 10th of the month in which the next pay will be processed
   - Temp/Student: 20th of the month prior to the month of the next pay

Failure to do so will result in a delay of your pay, should your pay be deposited into an inactive account

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One last note:

You need to establish this process only once, whether you receive paychecks every month or not. If you resign and later return to SCC, your deposits will resume. However, you will need to reestablish this process whenever you change your bank or your bank account.

SOLANO COMMUNITY COLLEGE
AUTHORIZATION AGREEMENT FOR ELECTRONIC DEPOSITS

Full Name _____ SCC ID# _____

Address _____ City _____ Zip _____

Home Phone _____ Work Phone _____

☐ Establish new electronic deposit   ☐ Terminate existing electronic deposit

☐ Change of institution   ☐ Change of account number

I hereby authorize Solano Community College, hereinafter called COMPANY, to initiate credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error, to my account as indicated below. I also authorize the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Depository (Bank) Name _____ Branch _____

Depository Address _____ City _____ Zip _____

Depository Phone _____ Transit/ABA (Routing) Number _____

Account Number _____

This authority is to remain in full force and effect until COMPANY has received written notification from me of intent to terminate in such a manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act.

I understand that a 60 day notice is required to terminate or change this authority.   Initial _____

I understand that if I change or close my account and fail to notify the Payroll Dept. **prior to the 10th (Faculty/Staff) or the 20th (Student/Temp) of the month**, my pay may be delayed for up to 2 weeks if an ACH return is processed.   Initial _____

AVAILABILITY OF FUNDS

Generally, funds will be available to the employee as of the opening of business on the payment day of the payroll, provided that the employer has initiated and deposited its payroll file(s) on a timely basis. However, some remote (not located in the immediate vicinity) receiving institutions may not physically receive entries until after the opening of business on the employee's pay date. In these cases, the receiving institution may not be able to answer employee's inquiries that day; however, the funds represented by the electronic payment should be available for cash withdrawals and payment of checks presented against employee's account during that banking day. Regulation E obligates the receiving institution to post transactions as of the payment date and employee's statements should reflect that posting date.

Signature _____ Date _____

Co-Signator, **if joint account** _____ Date _____

Payroll Dept. Signature _____ Date _____