

DIRECT DEPOSIT

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

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 pay day.
*** 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 date
- Student/Temp: Temp pay stub link should be on the main page

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

Please 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. **For account or bank changes, or termination, you must provide your previous deposit info to prevent fraud.**

SOLANO COMMUNITY COLLEGE

AUTHORIZATION AGREEMENT FOR ELECTRONIC DEPOSITS

Full Name _____ SCC ID# _____

Address _____ City _____ Zip _____

Please select one of the following and provide required information

Establish new electronic deposit

Change of account number _____ Previous account # _____
(Provide new info in the section below)

Change of institution (bank) * _____ Previous bank _____
(Provide new info in the section below) Previous routing # _____

Terminate existing electronic deposit * _____ Previous account # _____

* If changing institution (bank) or terminating deposit, provide previous deposit info above

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 BANK, to credit and/or debit the same to such account.

Bank Name _____

Transit/ABA (Routing) Number _____

Account Number _____ Checking Savings

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 BANK 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 pay date, provided that the employer has initiated and deposited its payroll files on a timely basis. However, some remote institutions may not physically receive entries until after the opening of business on the employee's pay date. In these cases, the 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 _____