

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
PAYROLL ELECTRONIC DEPOSIT AUTHORIZATION FORM

NAME: _____

SS# _____ - _____ - _____

DAYTIME PHONE #(____) _____

____ FULL-TIME

____ HOURLY

BANK: _____ CITY: _____

CHECKING ACCOUNT # _____
(VERIFY # WITH BANK--some credit unions have numbers different than what is on your check)

AND FILL IN BANK 9-DIGIT ROUTING # _____
(bottom left side of check) VERIFY # WITH BANK

> ATTACH PREPRINTED VOIDED CHECK, IF CHECKING DEPOSIT <

OR

SAVINGS ACCOUNT # _____ VERIFY # WITH BANK

AND FILL IN BANK 9-DIGIT ROUTING # _____
OBTAIN # FROM BANK

I, _____, shall hold harmless and indemnify the Victor Valley Community College District, hereinafter referred to as District, and its officers and employees from any claim or demand of whatever nature including those based upon negligence of the District and its officers and employees, brought by any person, including any banking institution against the District in its capacity as an employer concerning the Payroll Warrant Disposition provided by the District. I acknowledge that if my paper warrant should be mailed and it does not arrive, I must wait for a stop-payment to be issued by the Treasurer's office; a replacement check will then be issued on the next available payroll. No sooner than five (5) days after the warrant was mailed, notify Fiscal Services so the paperwork can be initiated.

I hereby authorize the Superintendent to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above. I also authorize the Depository Credit Union/Bank name above (Depository) to credit and/or debit the same to such account. Electronic fund transfer takes effect one month following request after a successful pre-note test has occurred through the banking system. The request completed above is for the electronic deposit of my pay warrant from the effective date specified until rescinded in writing.

SIGNATURE: _____ DATE: _____

DOCUMENTATION REGARDING ELECTRONIC DEPOSITS

Welcome to the world of electronic deposits!!! You should find this process very convenient.

The first thing is to let you know that when you sign up for electronic deposit, **you will still have a manual paycheck for at least one more cycle after the date the form is received by payroll.** The banking system does a dry run called a pre-note cycle and often the District is not informed of failure. On occasion, the pre-note cycle will occur a second time. It usually takes only one time but not always.

It is imperative that you check with your bank on the banking day following payday to verify your first electronic deposit. The District often does not know of a hitch earlier than several days past payday. Your pay stub will be placed in your District mailbox on or before payday OR will be mailed to your home address. If you do not receive your stub, please check with the switchboard staff.

If you make any changes in your bank or go to another bank, you must complete another EFT enrollment form, which replaces the existing form. You will then go through another pre-note cycle and will pick up a manual check. **EVEN IF YOUR BANK TELLS YOU NOT TO WORRY ABOUT NOTIFYING US OF A MERGE OR A CHANGE, PLEASE DO IT ANYWAY. IF NOT, IT WILL EVENTUALLY REJECT.**

It is strongly suggested that you check with your bank each month to verify your deposit, **PARTICULARLY IF YOU ARE AN HOURLY EMPLOYEE** (it is possible your timesheet did not reach payroll in time for processing). Even in this modern computer age, glitches can occur!

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE DOCUMENTATION.

PRINT NAME: _____ DEPARTMENT: _____

SIGNATURE: _____ DATE _____

PLEASE SIGN BOTH SIDES OF THIS FORM AND RETURN. A COPY WILL BE RETURNED TO YOU AFTER PROCESSING. IF RECEIVED BY 15TH FOR FULL-TIME PAYROLLS OR THE 25TH FOR HOURLY PAYROLLS—THIS FORM WILL BE PROCESSED ON THAT MONTH'S PAYROLL CYCLE.

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PAYROLL USE ONLY

PRE-NOTE (TEST) DATE: _____ 2nd PRE-NOTE DATE: _____ (if necessary)

(If paid on hourly payroll, test cycle and initial deposit occur as your timesheets are processed)
ANTICIPATED 1ST DEPOSIT DATE: _____ (or next paid timesheet)