

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT PAYROLL WARRANT DISBURSEMENT FORM

PRINT NAME: \_\_\_\_\_ LAST FOUR SOCIAL SECURITY # \_\_\_\_\_

DAYTIME PHONE # \_\_\_\_\_  FULL-TIME  PART TIME/HOURLY

MAIL PAYROLL WARRANT until further notice to address on file with H/R OR  STOP MAILING

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ELECTRONIC FUNDS TRANSFER (EFT)**

NEW EFT → →  **GO GREEN** - NO PRINTING OF EFT STUB (access online only, see page 2)

CHANGE EFT (old numbers will be deleted and replaced with your new numbers, test run begins)

CANCEL EFT ASAP (nothing else required on this form EXCEPT for your signature & date below)

BANK: _____  <input type="checkbox"/> CHECKING ACCOUNT ► ATTACH PREPRINTED VOIDED CHECK ◀  OR <input type="checkbox"/> On-line only? ► ATTACH BANK DOCUMENT WITH YOUR PRE-PRINTED NAME AND ACCOUNT NUMBER, plus ABA # ◀  CHECKING ACCOUNT # _____  BANK ABA 9-DIGIT ROUTING # _____ Verify both numbers with bank or credit union – (some credit unions have numbers different from your check)	O R	BANK: _____  <input type="checkbox"/> SAVINGS ACCOUNT ► ATTACH BANK DOCUMENT WITH YOUR PRE-PRINTED NAME AND ACCOUNT NUMBER, plus ABA # ◀  SAVINGS ACCOUNT # _____  BANK ABA 9-DIGIT ROUTING # _____  Verify both numbers with bank or credit union
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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 the payroll department 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 pay 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 or until account or ABA numbers become invalid.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PAYROLL USE ONLY** ----- payroll input DATE(s): \_\_\_\_\_

**DOCUMENTATION REGARDING ELECTRONIC DEPOSITS**

**READ BELOW BEFORE SIGNING**

If you're newly signing up, welcome to the world of electronic deposits!!!

**If enrolling, 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 should do 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 AND all future expected deposits.** The District is unlikely to know before you do if there's a problem.
- Your pay stubs are mailed to the address on file (or if full time, sent to your District mailbox)

**GO GREEN!!!** YOU MAY DECLINE TO HAVE A PRINTED PAYSTUB & ACCESS IT ELECTRONICALLY VIA THE SELF-SERVICE SITE (BESTNET). YOU MAY CHANGE YOUR MIND IN FUTURE IF DESIRED.

- **If you change your banking institution or account in any way, you must complete another EFT enrollment 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 MERGER OR A CHANGE, PLEASE DO IT ANYWAY. IF NOT, IT MAY EVENTUALLY REJECT,** causing you a delay up to 10 work days.
- **If the District should be notified via the banking system of a change of any type to your bank account and/or ABA number, your pay warrants will revert to manual checks until you complete a new EFT request.**
- **If you cancel your bank account, you must complete this form as a CANCEL EFT, otherwise your payroll EFT will take place, be rejected, and subsequently returned at a much later date.**
- QUESTIONS, CALL PAYROLL AT 2527, 2252, 2470

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.**

THIS FORM MUST BE RECEIVED BY 15<sup>TH</sup> FOR FULL-TIME PAYROLLS OR THE 25<sup>TH</sup> FOR HOURLY PAYROLLS IN ORDER FOR THE PRE-NOTE PROCESS TO BEGIN WITH YOUR NEXT PAYDATE