



DIRECT DEPOSIT EMPLOYEE NEW HIRE AUTHORIZATION FORM

Last Name First Name (Please Print Clearly)

Note: You must read and sign this document (see other side)

Please complete:

ACCOUNT #1: Primary Account

PLEASE CHECK ONE: New

DISTRIBUTION AMOUNT:

Available Balance (Total pay)

___ Percent Amount (must equal 100% for all accounts. Add 2nd account below)

Flat amount of \$_____ (Per Pay Period)

If option 2 or 3 is selected, a 2nd account must be added OR reminder of balance will be issued in a regular paycheck.
(ie: Flat amount of \$50 is selected, any amount remaining pay will be added to 2nd account or issued in a regular paycheck)

ACCOUNT TYPE: Checking Account Savings Account

Financial Institutional Name

Routing/Transit Number (ABA)

Account Number

ACCOUNT #2: Secondary Account (Optional)

PLEASE CHECK ONE: New

DISTRIBUTION AMOUNT:

___ Percent Amount (must equal 100% for all accounts)

Flat amount of \$_____ (Per Pay Period)

Available Balance

ACCOUNT TYPE: Checking Account Savings Account

Financial Institutional Name

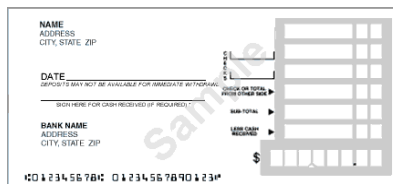
Routing/Transit Number (ABA)

Account Number



Routing Number Account number

For Checking Accounts



Bank Routing Number

Bank Account Number

For Savings Accounts

Account & Routing numbers can also be found on in your online banking or app information

**DIRECT DEPOSIT
EMPLOYEE NEW HIRE AUTHORIZATION FORM**

Direct Deposit Policy

Purpose:

The Purpose of this policy is to establish the procedures an employee is to follow to have paychecks deposited directly into an account at a participating financial institution (a financial institution that participates in the National Automated Clearing House system-NACHA).

Policy:

New Request

The electronic direct deposit program is available to all employees (staff, students, and faculty). If an employee wishes to have net pay deposited directly into a bank account, he/she may do so by completing the other side of this document. Current payroll processing and electronic deposit transmitting deadlines allow paychecks funds to be available for use on payday for both monthly and biweekly employees based on the payroll pay date schedule.

The electronic direct deposit program is for regular payroll runs only and does not include special payroll runs or manual checks issued.

The authorization form will be processed according to respective payroll and electronic deposit verification deadlines. Direct Deposit will be in effective after the pre-notification/validation process has been accepted by the financial institution; therefore an actual paycheck will be generated until the electronic deposit has been activated by the financial institution, **which can take one or more pay periods (normally one). After that period, the employees will receive a payroll advice as his/her earnings report and acknowledgment of deposit—printing of advices can be turned-off and available for electronic view by choosing “electronic copies” via the Workday system.**

Changes/Cancellations:

If an employee closes, changes an account or their financial institution, it is the responsibility of the employee to make the change in their Workday profile. Following the change in Workday, they must stop by the HR office to sign a payment election change form. In the event a change has been made and the funds are deposited into the old or incorrect account, the funds must be returned by the employees financial institution before a replacement check can be issued; failure to notify the payroll department of a change may cause a delay in receiving a payroll deposit.

Procedures

New Employees who choose to participate in this program will need to complete the Direct Deposit Authorization form to enroll. This form should be returned to Human Resources on your first day of hire while completing the onboarding process.

I authorize Pitzer College to direct deposit my payroll check and/or initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account(s). **PLEASE NOTE: If for any reason your bank account(s) should change or be closed, it is YOUR RESPONSIBILITY to notify the Payroll Office.**

I HAVE READ, UNDERSTAND AND AGREE TO THE DIRECT DEPOSIT INFORMATION AS STATED IN THIS DOCUMENT:

Signature

Date