



Employee Direct Deposit Authorization

Employee Name : _____ Employee ID # : _____

Action Requested : Start Change Cancel

Please fill out, sign the bottom of this form, and return to the payroll office along with a **VOIDED CHECK(S)** from your account(s). The system requires that we test each new account as it is set up so you should expect that direct deposit to take effect no earlier than the second payday after our receipt of this form.

You may split the direct deposit of your net pay in up to three different banks. You must specify a dollar amount for account 1 and account 2. The remainder of your net pay will be deposited to the third account. You may not split your net pay between accounts at the same bank, as most banks have a process for automatic transfers from one account to another.

Account 1

Bank Name : _____ Account Type : Checking Savings

Deposit Amount : Net Pay Specific Dollar Amount \$ _____

Account 2

Bank Name : _____ Account Type : Checking Savings

Deposit Amount : Specific Dollar Amount \$ _____ Remainder of Net Pay

Account 3

Bank Name : _____ Account Type : Checking Savings

Deposit Amount : Remainder of Net Pay

Please note that your paycheck will be mailed to your address on file until the direct deposit goes into effect.

This is to authorize Napa Valley College to provide for direct deposit of any wages due me, less the mandatory or authorized withholding(s), deductions and/or corrections to previous deposits, in the above designated account(s). If any action taken by me results in a rejection of a direct deposit, I understand that Napa Valley College assumes no responsibility for processing a supplemental salary or wage payment until the amount of the rejected deposit is returned to Napa Valley College by the financial institution.

Employee Signature: _____ Date: _____