

Atlantic Cape Community College

Authorization for **Direct Deposit** of Earnings

Your first paycheck will be mailed to your address on file after you sign up for direct deposit so that your account can be verified with your bank. You may see a zero-transaction noted on your statement. All subsequent pays will be made through direct deposit until you authorize the college to do otherwise. Pay Advices are available through WebAdvisor under the maroon Employee Tab.

Name _____ College ID# _____

Phone # _____ Department _____

You may elect to have your net pay deposited into multiple accounts by indicating a flat amount for the first bank account(s) and one bank account for the remainder.

Bank 1 _____ Circle One: **Savings** ___ **Checking** ___

Bank 1 Routing # _____ Amount \$ _____

Bank 1 Account # _____

Bank 2 _____ Circle One: **Savings** ___ **Checking** ___

Bank 2 Routing # _____ Amount \$ _____

Bank 2 Account # _____

'Remainder' Bank _____ Circle One: **Savings** ___ **Checking** ___

Bank Routing # _____ Amount \$ **Remainder**

Bank Account # _____

I authorize Atlantic Cape Community College to **start direct deposit** of my net pay into the above account(s) each payday. Direct deposit will continue until I give Atlantic Cape Community College written notice of my intention to withdraw from the program.

Signature _____ Date: _____

Authorization for **Stop** Direct Deposit of Earnings

I authorize Atlantic Cape Community College to **stop direct deposit** to the above bank account(s).

Signature _____ Date _____

Return this form to Payroll, Finance Department, 2nd floor, J building. For more info. call 625-1111, ext. 5265.