

Atlantic Cape Community College

Authorization for *Direct Deposit* of Earnings

Pay Advices are available through WebAdvisor under the Employee Tab. Instructions to log-in to WebAdvisor can be found at www.atlantic.edu/employees/pay-advices-webadvisor-tutorial.html. If you do not have the maroon colored Employee Tab located between the Faculty and Advisors tabs, contact IT at 609-625-1111 x5408.

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.