



DIRECT DEPOSIT

Direct deposit is a system that permits money to be transferred from one point to another without the use of paper checks. The system makes it possible for the Business Office to deposit your net pay directly into your checking and/or savings account promptly every payday.

All full-time employees are required to enroll in direct deposit. Part-time employees also have the option to enroll in direct deposit, but it is not mandatory.

You may choose to:

- Have all your pay deposited into your checking account
- Have all your pay deposited into your savings account
- Designate a portion to be deposited into your savings account and the balance into your checking account
- Have your pay deposited into more than one bank

Your first check will be a “real” check. You may pick it up in the Business Office on payday. Each payday thereafter, you will be able to access your pay advice (statement) through Self-Service. It details your gross pay, deductions, and net pay along with all other information you normally would find on your pay check.

If you change banks, accounts, or wish to add an account, you must complete a new authorization form. **Your automated deposit will be interrupted for one pay period while the new banking information is verified.** During this period, you will receive a “real” check. If you want to change the amount going into your accounts or discontinue the deposit into one account, there will be no interruption.

Your pay will be available for withdrawal immediately on payday through either an automated teller machine, personal check, or a trip to your bank. This is especially valuable when you are not at work on payday. Your balance can be confirmed by your bank teller or inquiry through an automated teller machine.

If an error is made, the Business Office and your bank have trained people who will work together to investigate and resolve any questions immediately.

**RANDOLPH COMMUNITY COLLEGE
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS**

Employee Name	Social Security Number	
Bank Name	City of Branch Bank	
Routing Number (first group of numbers at the bottom of check or deposit slip)		
Payroll Action	Account Number	Dollar Amount
<input type="checkbox"/> Deposit into my savings account		
<input type="checkbox"/> Deposit into my checking account		
<p>I authorize Randolph Community College to deposit my net pay to the bank and account(s) indicated above. I also authorize adjustments to be made if necessary. If for any reason I do not fulfill my employment contract and consequently receive an overpayment of wages, I authorize Randolph Community College to debit the account(s) above for the amount of the overpayment. I understand that prior to any debit being made to my account(s), the details of the overpayment of wages will be discussed with me, including the exact amount of the overpayment. I understand that I will also receive notification in writing from the Business Office regarding the debit transaction.</p> <p>Date _____ Name _____</p>		

Note: If you wish to have your net pay deposited into two different banks, a separate form must be completed for each bank.

Attach a voided check for checking account or deposit slip for savings account.