

Payroll Direct Deposit Overview

Jackson State Community College offers direct deposit of payroll to all employees. The features of the direct deposit program are as follows:

- There is no charge to the employee.
- Employees can elect up to three different accounts. If only one account is elected, then 100% of the total net pay amount will be deposited in Account 1. If two or more accounts are elected, then a flat dollar amount must be specified for each additional Account and any remaining balance will be deposited into Account 1.
- Any special payments made to the employee outside of the normal pay cycle will be deposited into Account #1.
- The employee will receive a direct deposit statement every payday from Jackson State Community College.

Instructions:

To sign up to have your pay direct deposited into **ONE account only**:

Complete Box 1 (Direct Deposit Account 1) only. 100% of your pay will go into this account.

To sign up to have your pay direct deposited into **TWO or MORE accounts**:

Complete Box 2 and/or 3 (Direct Deposit Account 2/3) for each account for which you will deposit a specific amount. Use even dollar amounts. Do not list cents.

Complete Box 1 (Direct Deposit Account 1). The remaining balance of your pay will be deposited into this account. Be certain that the amounts do not exceed your total net pay.

For **CHECKING** accounts, attach a voided check to this form.

For **SAVINGS** accounts, request the Transit/ABA (Routing) number and account number from your bank and list in the space provided on enrollment form.

For **PRE-PAID DEBIT CARD** account (Including JSCC Debit Card), request the Transit/ABA (Routing) and account number from the card issuer and list in the space provided on enrollment form.

The diagram shows a check from 'YourBank' with the following fields and labels:

- YOUR NAME**: 123 Your St., Your Town, CA. 12345 (Label: 09-99)
- Pay to the Order of**: (Label: 00-0/000 XX 999)
- For**: (Label: 1026)
- ABA or Bank Routing Number**: 123456789 (Label: 1234567891011)
- Bank Account Number**: 1234567891011 (Label: 1026)
- Check Number**: 1026 (Label: 1026)

Payroll Direct Deposit Enrollment Form

Please complete the form and sign.

Type of Transaction (select one) : ☐ Initial Enrollment ☐ Change ☐ Cancel

Direct Deposit Account 1

Financial Institution: _____

Select Account Type:

☐ Checking ☐ Savings ☐ JSCC Pre-paid Debit Card ☐ Other Pre-paid Debit Card

Select Appropriate Amount:

☐ 100%
☐ Amount: \$ _____

Transit/ABA Number (Routing Number): _____ Account Number: _____

Direct Deposit Account 2

Financial Institution: _____

Select Account Type:

☐ Checking ☐ Savings ☐ JSCC Pre-paid Debit Card ☐ Other Pre-paid Debit Card

Select Appropriate Amount:

☐ Remaining Funds
☐ Amount: \$ _____

Transit/ABA Number (Routing Number): _____ Account Number: _____

Direct Deposit Account 3

Financial Institution: _____

Select Account Type:

☐ Checking ☐ Savings ☐ JSCC Pre-paid Debit Card ☐ Other Pre-paid Debit Card

Select Appropriate Amount:

☐ Remaining Funds
☐ Amount: \$ _____

Transit/ABA Number (Routing Number): _____ Account Number: _____

By signing below, I authorize Jackson State Community College to initiate credit entries and if necessary, debit entries and adjustments for any credit entries made in error to the bank and/or investment account I have indicated above. I further authorize such depositories to credit and/or debit the same to such account. The College will use reasonable care in sending funds to my Account(s). I agree that the College will not be liable for damages or losses that occur due to causes beyond the College's reasonable control, including, without limitation, an equipment failure or an act by any third party.

Print Name: _____ SSN: _____

Signature: _____ Date: _____