PAYROLL

Employee Tip Sheet

SETTING UP YOUR DIRECT DEPOSIT "PAYCHECK"

Direct Deposit makes getting paid easy!

Setting up a direct deposit "paycheck" is easy when you:

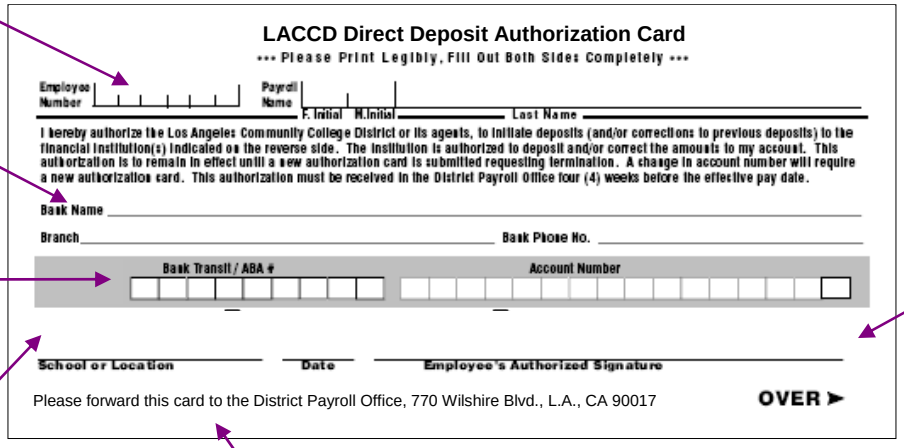
1. Obtain a Direct Deposit Authorization Card from your college or district payroll office.
2. Make sure all required information is completed on both sides of the authorization card.
3. Write the Bank Transit / ABA and your account number **or** attach a voided check.
4. Forward the card to the District Office, 770 Wilshire Blvd., Los Angeles, CA 90017 by Courier or U.S. Mail.

Your Employee Number and Name

Where you want your money sent.

Bank Transit / ABA # is written here.

LACCD Location where you are assigned to work.



LACCD Direct Deposit Authorization Card

*** Please Print Legibly, Fill Out Both Sides Completely ***

Employee Number | Payroll Name | F. Initial | M.Initial | Last Name

I hereby authorize the Los Angeles Community College District or its agents, to initiate deposits (and/or corrections to previous deposits) to the financial institution(s) indicated on the reverse side. The institution is authorized to deposit and/or correct the amounts to my account. This authorization is to remain in effect until a new authorization card is submitted requesting termination. A change in account number will require a new authorization card. This authorization must be received in the District Payroll Office four (4) weeks before the effective pay date.

Bank Name

Branch | Bank Phone No.

Bank Transit / ABA # | Account Number

School or Location | Date | Employee's Authorized Signature

Please forward this card to the District Payroll Office, 770 Wilshire Blvd., L.A., CA 90017 OVER ➤

You must authorize the deposit.

Forwarding instructions and District Office Address

Use **one** Direct Deposit card for each type of account—even if at the same bank!

SELECT *ONE* OPTION PER CARD

1. ***Cancel*** an existing Direct Deposit.
2. ***Start*** a new Direct Deposit.
3. ***Deposit*** your entire pay

Account Type

❑ Checking ❑ Savings

Direct Deposit Options (Select one per authorization card)

Check One Per Card

❑ Cancel Direct Deposit

Bank Name _____

Account No. _____

❑ Deposit a fixed amount of $_____

(Secondary Account or Bank)

❑ Deposit net pay (Main Bank)

DIRECT DEPOSIT NOTES

- You may set up one to five direct deposits.
- Funds may be deposited to any bank or credit union on the Automated Clearing House (ACH) list.