

PCC OFFERS DIRECT DEPOSIT

If you sign up for **Direct Deposit** you won't have to make a special trip to the bank to deposit your check. An email notice will be sent to your College e-mail account letting you know that your pay information can be accessed by using a secure connection through MyPCC.

Direct Deposit is FAST - your funds should be in your account on payday. No more frantically waiting for the post office to deliver your check.

Direct Deposit is SAFE - since pay is sent to your bank electronically, there is no risk of checks being lost or stolen.

Direct Deposit is RELIABLE - your pay is deposited to your account even if you are out sick, on vacation or too busy to get to the bank.

To sign up, complete the form below. Attach a voided check on the account you want us to use for your Direct Deposit. Your check gives us all the information we need to start sending your pay directly to your bank.

If you have any questions about Direct Deposit, please contact Carole Dunn in the Payroll office at (503) 533-2835 or via email at cdunn@pcc.edu.

AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL

Your direct deposit will not be effective until the second payroll after it has been processed. A pre-notification process is required by the Automated Clearing House (ACH) to verify that the correct account numbers and transit routing numbers have been given. This also applies whenever you change account numbers or change banks.

Employee Name _____ Social Security Number _____

Deposit \$ _____	<input type="checkbox"/> All	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings																																									
Bank _____	City _____	State _____																																										
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Transit Routing Number	Account Number																																											

Deposit \$ _____	<input type="checkbox"/> Balance	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings																																									
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Transit Routing Number	Account Number																																											

Attach photocopy or voided check here	Name _____	00-6234/3232	000
	Address _____		
	City _____ State _____ Zip _____		
	Pay to the order of _____	VOID	\$ _____
			Dollars
Banking Institution _____			
Address _____			
For _____			
123456789 (routing no)	98765 432100 (account no)	000 (check no)	

I hereby authorize Portland Community College to deposit my earnings in the above account(s).

Signature _____ Date _____

NEVER ASSUME YOUR EARNINGS ARE DEPOSITED UNTIL YOU CHECK WITH YOUR BANK.

ELIGIBILITY

All PCC employees are eligible unless their earnings are subject to special conditions such as garnishments. Payroll will advise s employees of ineligibility if an authorization is received from them. If there is a history of payroll checks being replaced, then you will be requir have your earnings deposited direct!

SEND WRITTEN AUTHORIZATION TO START OR STOP YOUR DIRECT DEPOSIT TO PAYROLL AT WCWTC 1525 OR FAX TO 503-533-2735
Or via US mail to Portland Community College PO Box 6119 Aloha OR 97007-9958