

## 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.

**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 this form (**include your PCC G#**). Attach a voided check (not a deposit slip) or your bank's direct deposit form. **This** gives us all the information we need to start sending your pay directly to your bank. If you have any questions contact Payroll-group@pcc.edu.

### AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL

**Your direct deposit will not be effective until after a pre-notification process by the Automated Clearing House (ACH) verifies that correct account numbers and transit routing have been given (minimum of two payroll cycles). This applies whenever you change account numbers or change banks. You are responsible to verify your Account information in MyPCC, Employee**

Employee Name \_\_\_\_\_ PCC G Number \_\_\_\_\_  
Employee PCC Email \_\_\_\_\_

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

Sample

A sample voided check from 'Your Name' to 'Your Bank Name'. The check number is 1001. Annotations at the bottom identify the routing number (123456789) as the '9 Digit Routing Number', the account number (0000987654321) as 'Your Account Number', and the check number (1001) as the 'Check Number'.

If you do not have a voided check, include your bank's direct deposit form

By signing my name here, I authorize Portland Community College to deposit my earnings into the above account(s). I authorize Portland Community College, if necessary, to reverse an incorrect direct deposit credits.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Review your bank changes in MyPCC, Employee, My Paycheck, Direct Deposit Allocation

*I understand that if my pay is sent to my bank as a result of my late request to change or cancel direct deposit, the College will NOT issue a replacement paycheck until those funds are CONFIRMED returned to the College. PCC will not be held responsible for any non-sufficient funds charges, late fee charges, etc. that may arise from a direct deposit that does not post to an employee account(s). It is up to the employee to verify funds are in the account(s) prior to authorizing any debits or writing checks on said account(s).*

**SEND THIS FORM TO PAYROLL-GROUP@PCC.EDU THROUGH THE AODOCS PASS SYSTEM**