

Directions for completing the Direct Deposit enrollment forms:

- 1) Please complete the top portion and sign and date the bottom of the first page.
- 2) Complete the back of the form. If you elect to have specific amounts put into different accounts, please note that if your paycheck is not large enough to accommodate your request, the monies will be split according to the priority you list. (i.e.: priority 1 – total amount requested sent, priority 2 – any amount left over up to amount requested.)
- 3) Please complete the forms carefully as your bank will be unable to post your pay to your account(s) if the information is inaccurate.
- 4) To sign up for Savings Account you must complete the *Direct Deposit Savings Account Information* form. It is essential that you contact your bank for the routing number and your account number. Please indicate to them that you are completing information for Direct Deposit. Information on deposit slips and/or pass books may not necessarily contain the correct information for Direct Deposit.
- 5) You must be the account holder or one of the account holders on the Direct Deposit accounts.
- 6) Return your completed forms with a voided check to the payroll office.

If you have any questions, please contact Esther or Mary in the Payroll Office at extension 7024 or extension 6219.

Changes and cancellation of direct deposits should be done on existing form on file in the Payroll Office in person.

AUTHORIZATION FOR DIRECT DEPOSIT INITIATION/CHANGE

(ACH Debits and Credits)

Westmont College Tax Number 95-1684793

Employee Name: _____ ID# _____

Soc. Sec. No.: _____ Ext.: _____

I authorize Westmont College to Direct Deposit my regular payroll check(s) and/or initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account(s) listed on the back of this form.

DIRECT DEPOSIT INFORMATION

1) Direct Deposit will begin approximately two regular pay periods after returning this completed form to the Payroll Office, assuming valid account and bank routing number information has been provided. During this time your bank will be notified that we intend to Direct Deposit funds to your account(s). Your bank verifies your account numbers and confirms to us they are prepared to accept Direct Deposits.

2) You can deposit your "net pay" or a portion of your net pay, in to as many as three different accounts, even if they are in different banks. If any of the accounts selected are with an overseas bank or you will be further transferring these funds from a U.S. bank to an overseas bank, please circle the Bank Name. The Payroll Office will contact you for additional required information.

3) Either a voided check (with your checking account number circled) or a *Direct Deposit Savings Account Information* form is necessary to initiate Direct Deposit or to make a change affecting an account number. These forms provide information needed by the Payroll Office to process your Direct Deposit.

4) By signing this form, you agree to view your pay information on Web Advisor. You may request a printed copy of *Statement of Direct Deposit* in writing to the Payroll Office.

5) In accordance with your bank's procedures, your bank's monthly statement will show the amounts and dates of your Direct Deposits.

6) Your bank is responsible for posting your funds to your account. If your funds are not accessible, ask to speak to a bank officer. It may be helpful to contact your bank and inquire as to the timing of deposits at that institution.

7) If funds are not available by the end of 2 business days after pay day, do not contact Payroll Office until you have contacted your bank. Your bank is responsible for tracking the posting of your deposit once it has been submitted to the ACH. The Payroll Office is not able to do so.

8) Your signature below authorizes Westmont College to make debit transactions to your account to correct for voided deposits or errors.

When initiating Direct Deposit or making an Account Number Change, a Voided Check (for checking accounts) or a *Direct Deposit Savings Account Information* form for **EACH** account listed must be attached. This authorization will remain in effect until a new form is submitted or a Direct Deposit is cancelled on this form.

I understand that I am required to notify the Payroll Office in writing if I wish to change or cancel my direct deposit. This notification **MUST** be done at least 5 business days before the scheduled pay date; notifications after this timeframe may not be processed until the following pay date. I further understand that if my pay is sent to my bank as a result of my late request to change or cancel direct deposit, Westmont will **NOT** issue a replacement paycheck until those funds are **CONFIRMED** returned to Westmont. This will be done on the next regularly scheduled Vendorlink check run.

I have read, understand, and agree to the Direct Deposit information as stated on this agreement.

Signature

Date

FOR PAYROLL USE ONLY

Received by Payroll

DIRECT DEPOSIT SAVINGS ACCOUNT INFORMATION

Employee Name _____

Employee Payroll ID _____

To Direct Deposit into your Savings Account, please contact your Savings Account Institution for the following information and return this form to the Payroll Office.

*Important note: Do not try to obtain this information from your deposit slip or your pass book. You must contact your bank to insure correct routing and account information.

Savings Institution Name

Routing Number

Savings Account Number

Full Name on Account

FOR PAYROLL USE ONLY

Date Received _____ Date Entered _____

Direct Deposit # _____ Direct Deposit Group _____