Peralta Community College District

Office of Fiscal and Payroll Services

AUTHORIZATION FOR ELECTRONIC PAYROLL DEPOSIT

I hereby authorize Peralta Community College District to electronically deposit my pay to the checking or savings account as indicated below. I understand this agreement is in effect until I revoke it in writing. I understand that it is my responsibility to notify the Payroll Department when there is <u>any change</u> in my banking information.

Name:	Employee ID: and last 4 digit of SSN:
Signature:	Date:

Please complete this form. A voided check is mandatory for all Checking Account Types. If a voided check is unavailable, please provide a letter from your bank that clearly includes the direct deposit routing and account number information to the District Office or email: districtpayroll@peralta.edu

Account Type: ☐ Checking ☐ Savings

If depositing into a savings account, please provide a print-out of your routing and account number (which is different than the number that appears on a saving deposit slip) or provide a letter from your bank that clearly includes the routing and savings account number.

Note For Payroll:

Forms must be submitted by the <u>first of the month</u> in which you wish to begin direct deposit. Pay stubs are available online through Employee Self-Service.

If you have any questions, please email: districtpayroll@peralta.edu