



<p>What is direct deposit?</p> <ul style="list-style-type: none"> • Direct deposit is the electronic transfer of a payment or adjustment from SVCC to your checking/savings account. <p>What are the benefits of this program?</p> <ul style="list-style-type: none"> • Your pay is deposited on time and you have access to your funds even if you are out-of-town. • It provides protection from lost, stolen, or forged paychecks. • It eliminates waiting in long banking lines. 	<p>Who can participate?</p> <ul style="list-style-type: none"> • Payroll direct deposit is available to all employees. <p>May I split my check between checking and savings?</p> <ul style="list-style-type: none"> • You may have your pay deposited in up to four different accounts. <p>How can I verify my deposit has been made?</p> <ul style="list-style-type: none"> • Your pay statement is available to be viewed online through Payline after your first pay is processed. Click here for Payline instructions.
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EMPLOYEE IDENTIFICATION

Name _____

FINANCIAL INSTITUTION

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.

The image shows a sample MICR line from a check: `⑆0 23456789⑆ 123456789⑆ 0101`. Three callout boxes point to specific parts of the line:

- Routing/Transit #**: (A 9-digit number always between these two marks) - points to the first 9 digits: 023456789.
- Checking Account #**: - points to the next 9 digits: 123456789.
- Check #**: (this number matches the number in the upper right corner of the check—not needed for sign-up!) - points to the final 4 digits: 0101.

Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.

Note if selecting more than one account, one of the accounts must be designated as the net amount.

Primary Account * All Non Payroll reimbursements will be deposited into your primary account

Financial Institution Name		City	State	Zip code
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Routing / Transfer Number (9 digits only)	Account Number	<input type="checkbox"/> Balance/Net <input type="checkbox"/> Fixed amount per check \$ _____	

Account # 2

Financial Institution Name		City	State	Zip code
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Routing / Transfer Number (9 digits only)	Account Number	<input type="checkbox"/> Balance/Net <input type="checkbox"/> Fixed amount per check \$ _____	

Account # 3

Financial Institution Name		City	State	Zip code
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Routing / Transfer Number (9 digits only)	Account Number	<input type="checkbox"/> Balance/Net <input type="checkbox"/> Fixed amount per check \$ _____	

Account #4

Financial Institution Name		City	State	Zip code
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Routing / Transfer Number (9 digits only)	Account Number	<input type="checkbox"/> Balance/Net <input type="checkbox"/> Fixed amount per check \$ _____	

AUTHORIZATION

I wish to have my employer deposit my net pay and/or a fixed amount(s) each payday directly to my account(s) as indicated. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting bank fees incurred, and that my employer cannot issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that, due to timing differences, new or changed direct deposits may result in one paper check after this form has been submitted. Please do not close your account(s) without giving the payroll office two weeks prior notice.

Authorized Signature _____

Date _____