

PAY ELECTION FORM

PLEASE TYPE OR PRINT IN INK

1425 River Park Drive, Suite 250
Sacramento, CA 95815

Phone: 916-418-5100 Fax: 916-418-5110

The Community College Foundation offers electronic deposit (direct deposit) to all employees. Electronic deposit is the most convenient, secure and affordable way to be paid. Employees who currently have a banking relationship may use their existing account to receive electronic deposit. To sign up for your bank electronic deposit or requesting to receive paper check, please complete this form and return it the Payroll department.

PLEASE CHECK THE BOX THAT APPLIES:

- This is a request for electronic deposit to my existing bank account.
- This is a request to receive a paper paycheck.
- This is a request to **terminate** my electronic deposit.

	Checking or savings account electronic deposit *	
Name of financial institution		
Bank routing number		
Bank account number		
Type of account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Amount to Deposit to account	<input type="checkbox"/> Full Pay <input type="checkbox"/> Other amount \$	

I hereby authorize The Community College Foundation to initiate credit and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above and the financial institution named above to credit and/or debit to such account.

This authority is to remain in force until The Community College Foundation has received written notification from me or its termination in such time and manner to afford The Community College Foundation and the financial institution a reasonable opportunity to act on it. **Please note** – upon separation of employment, information for electronic deposit to your bank account will be deleted and you will have to re-submit this information upon rehire.

Employee Name (please print): _____

Work Location: _____

Signature: _____ Date: _____

***ATTACH A VOIDED CHECK OR A DIRECT DEPOSIT ENROLLMENT FORM FROM YOUR EXISTING BANK ACCOUNT.**



**** ALLOW AT LEAST TWO (2) PAY PERIODS FOR ELECTRONIC DEPOSIT TO YOUR BANK ACCOUNT TO GO INTO EFFECT****