

**SALT LAKE COMMUNITY COLLEGE
PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM**

For deposits into a checking account, YOU MUST ATTACH a blank check that has been marked "VOID". For deposits into a savings account, you must attach a letter from the financial institution stating their routing number and your account number. We CANNOT accept deposit slips. Thank you.

I hereby authorize Salt Lake Community College and the financial institution shown to deposit my net pay directly to my account each payday and to initiate, if necessary, debit entries and adjustments for any S.L.C.C. payroll deposit entries made in error to my account. This authority will remain in effect until I file a new Authorization form. It is my responsibility to turn in correct information and to read this entire form.

*Employee signature _____ Date _____

Employee Name (as it appears on Payroll)	Employee S#

Please deposit in the following Financial Institution: (If you don't want 100% deposited into one account, please fill out the 2nd Account area).

Name of Financial Institution	Account Number & Type (i.e. checking, saving, etc.)
Branch phone number (optional)	Percentage or Dollar amount to this account

2nd Account (optional- USE ONLY IF NOT 100% IN 1st ACCOUNT)

Name of Financial Institution	Account Number & Type (ie. checking, saving, etc.)
Branch phone number (optional)	Percentage or Dollar amount to this account

Check One of the following:

- Add: Deposit my pay to the account/s shown above. I am not currently participating in the direct deposit plan.

- Change: Please change my direct deposit from _____ (current financial institution) to the account/s shown above.

- Cancel: Please stop my participation in the program. My check will be mailed to my address on file.
 - Payroll no longer prenotes with the banking institution. Your next payroll will be deposited directly into the account(s) you have listed above.
 - Payroll does not provide a printed Direct Deposit Advice Slip showing your payroll information. You will receive an advice slip as a PDF file, sent to your MyPage or Outlook email account, each payroll.