



**Direct Deposit Instructions
Please Read Carefully**

1. You now have the option of Direct Deposit to one account or to split it between 2 accounts as long as the financial institution is recognized by the Arizona Clearinghouse system. You must deposit all of your net check. Please complete your request for direct deposit as follows:

Examples Only:

If you want your entire direct deposit to go into one account (all fields required)

Bank Routing ABA (9 digit number)	Account Type Checking/Savings	Account #	Will be 100% of net pay
1. 123456789	Checking	00098756452	100%

If you want your earnings to be distributed to 2 different accounts (all fields required)

Bank Routing ABA (9 digit number)	Account Type Checking/Savings	Account #	One account must be \$ amount and 2nd account must be Bal of net pay
1. 123456789	Savings	00098756452	\$50.00
2. 987654321	Checking	00025465787	Bal of net pay

If you need to cancel the direct deposit with the set dollar amount, your entire net pay will then be deposited to the account where you have requested the balance of net pay.

If you stop/cancel the direct deposit into which the balance of net pay goes, then both accounts will need to be stopped. Your net pay must be entirely Direct Deposit or entirely live check.

**Mail the form to: District Support Services OR FAX to: 480-731-8405
Attn: Payroll
2411 W 14th Street
Tempe, AZ 85281**

Or you may take your form to your Campus HR Department and they will send it to the District Office for you.

I understand this remains in effect until written notice of cancellation is submitted. Authorization will take effect not less than ten (10) days after acceptance by the financial institution. Direct Deposit will be cancelled for adjunct faculty, students and temporary employee's if they have not received pay in the last four (4) months.

The first time you are paid after the Direct Deposit information has been input will be a pre-note cycle and you will receive a live paycheck. The purpose of the pre-note cycle is to ensure the accuracy of the routing number and the account number. If there are no corrections to be made, the next time you are paid after the pre-note cycle your money should be directly deposited into the desired account(s).

Any change to the Bank Routing # or the Account # requires the information to pre-note again, and you will receive a live check. This process is basically the same as if you were setting up an account for the very first time.

Direct Deposit Authorization/Change Form

Please fill in all information

Choose One: New _____ Add _____ Change _____ Stop _____

Employee Name: _____
Please Print Last Name First Name

Social Security # or Employee ID _____ Campus Location _____

(1) Bank Name (Required): _____ Bank Branch Phone # _____

(2) Bank Name (Required): _____ Bank Branch Phone # _____

(All Fields are Required)

Bank Routing ABA (9 digit number)	Account Type Checking/Savings	Account #	Amount or Percent of net pay
1.			
2.			

I (we) hereby authorize MCCCDC to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) checking or savings account and the deposit names above, to credit and/or debit the same such account.

Signature: _____ Daytime Phone # _____
Required

Payroll Use Only

Date Processed _____ by _____ Effective Date of Pre-note _____

Please attach the acceptable forms of documentation

For Checking Accounts:

1. Voided Check or Copy of Bank Account Identification (must show routing number as well as Account number)

For Savings Accounts:

1. Copy of Bank Account Identification (must show Routing number as well as Account number)