

Employee Number	Employee's Payroll Name
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I hereby authorize the Los Angeles Community College District or its agents to initiate deposits (and/or corrections to previous deposits) to the financial institution(s) indicated below. The Institution is authorized to deposit and/or correct the amounts to my account. This authorization is to remain in effect until a new authorization is submitted requesting termination. A change in account number will require a new authorization. This authorization must be received in the District Payroll Office four (4) weeks before the effective pay date.

Bank Name

Branch

BANK TRANSIT / ABA #										ACCOUNT NUMBER									

_____ Date

_____ Signature

ACCOUNT TYPE: Checking Savings

DIRECT DEPOSIT OPTIONS (Applies to each paycheck)

- **Select one per authorization**
 - Deposit a fixed amount of \$ _____ (Secondary Account or Bank)
 - Deposit net pay (Main Bank)
 - Cancel Direct Deposit
- **Bank Name and Account number must be included above.**

ATTACH VOIDED CHECK AND SEND TO PAYROLL SERVICES, DISTRICT OFFICE

Attach void check here.

DIRECT DEPOSIT – it's not required but *it really is your best option because:*

- You reduce the risk of your check being lost, stolen or forged because your money is sent electronically to your financial institution.
- Your money is there ahead of those who wait for a check in the mail.
- Your money is waiting for you in your account until you need it.
- You still see all the payroll information sent to you on your regular check stub.
- You save on gas and time—no trips to the bank on payday.
- You can set-up and manage the direct deposits of your paycheck online.

See http://www.laccd.edu/faculty_staff/extranet2/tip_sheets.htm#Employee for online set-up instructions.