

Employee Number

Employee's Payroll Name

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

For Office  
Use Only

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.