

PERALTA COMMUNITY COLLEGE DISTRICT

333 East 8th Street * Oakland, CA 94606

Office of Budget and Finance (Payroll)

AUTHORIZATION FOR ELECTRONIC PAYROLL DEPOSIT

As a convenience to me, I hereby authorize Peralta Community College District to electronically deposit my pay to the checking or savings account as indicated below. I understand this agreement is in effect until I revoke it in writing. I understand that it is my responsibility to notify the Payroll Department when there is any change in my banking information.

Suppress DD Advice Print (do not print pay slip)

Note: Deposit slips are mailed to the address on file UNLESS this box is checked, however, you can view pay slips online (Not applicable for student workers at this time).

Name:	Empl ID #: and last 4 digit of SSN:
Signature:	Date:

To activate electronic deposit, complete this form and return it with a voided check to the Peralta Community College District Payroll Office.

Circle One: Checking / Savings

Forms must be submitted by the first of the month in which you wish to begin direct deposit.

Please attach a voided check.

If depositing to a savings account, please be sure to ask your bank to provide a print-out of your routing and account number (which is sometimes different than the number that appears on a saving deposit slip).

If you have any questions, please contact the Payroll Office or email: **Rebecca del Toro, Payroll Manager** (rdeltoro@peralta.edu)