

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT PAYROLL DEPARTMENT
4750 San Felipe Road, San Jose CA 95135
Phone # (408) 270-6412

(To Be Completed by Employee and Returned to the Payroll Office)

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

ADD **CHANGE** **CANCEL**

Employee S.S.N. _____ **and Employee No.** _____

I hereby authorize San Jose/Evergreen Community College District, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository named below, hereafter called _____, to credit and debit the same entries to such account. **(Name of Bank, Credit Union Etc.)** This authorization for debit entries and adjustments shall not apply to compensation earned under the District's collective bargaining agreement with the Faculty Association, AFT6157, except when the employee's service is terminated, or he/she will be in an unpaid status.

NAME OF BANK, CREDIT UNION ETC.: _____
CITY _____ **STATE** _____ **ZIP CODE** _____
BANK TRANSIT NO. _____ **ACCOUNT NO.** _____

CHECKING **OR SAVINGS**

This authority is to remain in full force and effect until San Jose/Evergreen Community College District has received written notification from me on its termination in such time (3 days) and in such manner as to afford San Jose/Evergreen Community College District a reasonable time to act on it, or upon termination of my employment from San Jose/Evergreen Community College District. I have read the Direct Deposit instructions and understand that I should have automatic overdraft protection before signing up for this plan.

NAME: (print) _____

SIGNATURE: _____ **DATE:** _____

NOTE: Staple a Voided Check to validate account information and Direct Deposit Account Verification Form.

STAPLE VOIDED CHECK HERE

(To Be Completed By Financial Institution)

DIRECT DEPOSIT ACCOUNT VERIFICATION FORM

TO: San Jose/Evergreen Community College
District Payroll Office
4750 San Felipe Road
San Jose CA 95135

SUBJECT: DIRECT DEPOSIT ACCOUNT INFORMATION

We need your financial institution to complete/verify routing and account information in order to implement electronic direct deposit.

TO BE COMPLETED/VERIFIED BY FINANCIAL INSTITUTION

EMPLOYEE NAME _____ **SSN** _____ - _____ - _____

FINANCIAL INSTITUTION: _____

LOCATION: _____

TYPE OF DEPOSITOR ACCOUNT _____ **CHECKING** _____ **SAVINGS**

BANK TRANSIT NO. /ABA ROUTING NUMBER: _____

ACCOUNT NUMBER: _____

Comments: _____

Please indicate the name and phone number of person completing/verifying the above, in the event additional information is needed to implement direct deposit for this employee.

NAME:(print) _____ **DATE:** _____

TELEPHONE NO: (____) _____ - _____

(Upon Completion, Return to the Payroll Office)

Frequently Asked Questions:

Q. WHAT IS DIRECT DEPOSIT?

A. Direct deposit permits the electronic transfer of your net pay (amount after all deductions) to your bank, savings and loan, or credit union.

Q. HOW DO I SIGN UP?

A. Just complete a Direct Deposit Authorization form and Direct Deposit Account Verification form and return it to the District Payroll Office along with a voided blank check (for checking) or deposit slip (for savings).

Q. WHAT IS A BANK TRANSIT NUMBER?

A. It identifies the financial institution and determines the transaction-posting pathway through the clearing system. The transit number always has nine digits.

Q. WHEN WILL MY PAY BE DEPOSITED?

A. Your account will normally be credited on payday. The exact time on payday may vary from bank to bank. You can call your financial institution to find out what time your funds will be credited to your account.

Q. WILL I RECEIVE A PAYCHECK STUB?

A. Yes, you will receive a paystub on payday. We call this pay stub an “advice”. You can pick it up at your normal paycheck pickup location, the District Payroll Office, SJCC Business Services or EVC Business Services Office.

Q. ARE THERE ANY RESTRICTIONS ON WHICH BANK I CAN USE?

A. The only requirement is that the financial institution be a member of the National Automated Clearing House Association (NACHA). Most banks, credit unions and savings and loans are members. You can contact your financial institution to find out if they are a member of NACHA.

Q. CAN I HAVE JUST A PORTION OF MY NET PAY ON DIRECT DEPOSIT?

A. No, the entire net check amount must be deposited to one checking or savings account per Employee. This does not affect current voluntary deductions made to credit unions or any other voluntary deductions that you might have. Your voluntary deductions will remain the same.

Q. CAN MY PAY BE DEPOSITED TO SEVERAL ACCOUNTS?

A. No, the entire net check can be deposited into only one account.

Q. WHAT IF I OPEN A DIFFERENT ACCOUNT OR MOVE MY ACCOUNT TO A DIFFERENT BRANCH OF THE SAME BANK?

A. You must follow the procedure in answering the question “**How Do I Sign Up?**”
When the Payroll Office receives the two forms, this will deactivate your previous direct deposit status and generate a new pre-notification test.

Q. DOES DIRECT DEPOSIT AUTOMATICALLY STOP WHEN AN ACCOUNT IS CLOSED?

A. No, you must submit a Direct Deposit Authorization form to the Payroll Office to cancel your direct deposit status or change to another account. This is also true if you are opening another account with the same financial institution. **Once on active direct deposit status, you should not change or close an account until the District Payroll Office has processed your Direct Deposit Authorization form.**

Q. HOW CAN I STOP MY AUTOMATIC PAYROLL DEPOSIT?

A. Submit a Direct Deposit Authorization form with an “X” in the cancellation box to the Payroll Office. Ask the Payroll Office when the cancellation will become effective.

Q. IF I HAVE OTHER ASSIGNMENTS OR JOBS WITHIN THE DISTRICT, WILL THE PAY GO TO DIRECT DEPOSIT?

A. Generally, yes. All net pay on your **regularly scheduled** 10th of the month or end of the month pay cycle will go to direct deposit. However, if you are paid at a time different from your regular pay cycle or receive pay on a special pay cycle, a paper check is produced.

Q. CAN MY MILEAGE AND REIMBURSEMENT CHECKS BE DIRECTLY DEPOSITED?

A. No, these checks are generated from accounting not the payroll.

Q. IF I'M ON DEFERRED PAY (FULL TIME INSTRUCTOR), WILL MY DEFERRED PAY CHECK BE DEPOSITED?

A. Yes, your June and July checks will be deposited.

Q. WHERE DO I CALL IF I HAVE QUESTIONS?

A. Contact the District Payroll Office at 270-6412.

US BANK LISTING

Code	Description	Transit #
FNB	1st National Bk of Cen Ca	121140713
AACU	Addison Avenue Credit Union	321180379
AEA	AEA Credit Union	321180515
ACU	Alliance Credit Union	321176804
ACB	American California Bank	121031673
AEI	American Express Investme	124084672
BANC	Bank of America (North Carolina)	053000196
BOA	Bank of America	121000358
BOAR	Bank of America (AZ)	122101706
BOAG	Bank of America (Georgia)	061000052
BOAT	Bank of America (TN)	064000020
BATS	Bank of America (TX South)	111000025
BOAW	Bank of America (Wash)	125000024
BOAN	Bank of America (Nevada)	122400724
BANY	Bank of America (New York)	021000322
BOH	Bank of Hawaii	121301028
BOL	Bank of Los Altos	121135773
BOS	Bank of Santa Clara	121141534
BOW	Bank of the West	121100782
BOWK	Bank of the West - Kansas	301171081
BD	BankDirect	111017979
BFU	Bay Federal Credit Union	321177706
BTU	BayTech Credit Union	321181226
BVB	Bayview Bank	321070162
CSL	CA Svgs/Ln A Fed Assoc	321070227
CFB	Cal Fed (Merged With Citibank)	321070007
CSCU	Cal State 9 Credit Union	321171595
CSU	Calif State Emple Cred Un	321176752
CBT	California Bank and Trust	121002042
CFCU	Central Coast Fed Credit Un	321172374
CSB	Charles Schwab Bank	121202211
CMB	Chase Manhattan Bank	031100144
CIB	Citibank	321171184
CIBF	Citibank - Florida	266086554

US BANK LISTING

CIBS	Citibank - South	322271724
CCB	Coast Commercial Bank	121139096
COM	Comerica	121137522
CBK	Commerce Bank N.A. K. C.	101000019
CCU	Commonwealth Central CrUn	321176794
CB	County Bank	121137001
CF	County Federal	321176972
DS	Downey Savings	322270356
ETB	E*Trade Bank	021000018
ECU	Educational Emple Cr. Un.	321172594
ESB	Eldorado Savings Bank	321170978
EB	Exchange Bank	121101985
FBT	First Bank & Trust	121137506
FNBN	First National Bank of Northern CA	121101189
FUCU	First United Credit Union	321178022
FB	Fremont Bank	121107882
GCU	Golden 1 Credit Union	321175261
GBU	Golden Bay Federal Cr Un	321173564
HSB	Horizon Bank & Savings Bk	325170631
HPE	HP Employees Federal	321180379
ING	ING Bank	031176110
KAF	Kaiser Federal	322278183
KCU	Keypoint Credit Union	321180515
LBSU	LBS Financial Credit Un	322276855
LIBB	Liberty Bank	121139122
LFCU	Lockheed Federal Credit U	322274187
MCU	MeriWest Credit Union	321176833
ML	Merrill Lynch	044000804
MEU	Municipal Emple CrUn SJ	321176875
NSU	National Semicon Fed CrUn	321177434
NB	NetBank	061091977
NWA	NWA Federal Credit Union	296076152
OEFC	OEFCU, Oper Eng #3 Fed Credit Un	321176260
OTU	Orange Cny Teach Fed CrUn	322282001
PFU	Pacific IBM Empl Fed CrUn	321176833

US BANK LISTING

PAU	Palo Alto Cty Emp FedCrUn	321174440
PCU	Patelco Credit Union	321076470
PPU	Peninsula Postal Cred Un	321176914
PFCU	Philips Electronics Cr Un	274973316
PSB	Placer Savings Bank	321170020
PNC	PNC Bank	031100157
PU	Provident Central Cred Un	321171731
RCCU	Redwood City Sequoia Sch Emp Fed Cr Un	321174848
SAB	SAB Francisco Fed Cred Un	321076441
SBB	San Benito Bank	121140742
NWA	NWA Federal Credit Union	296076152
OEFC	OEFCU, Oper Eng #3 Fed Credit Un	321176260
OTU	Orange Cny Teach Fed CrUn	322282001
PFU	Pacific IBM Empl Fed CrUn	321176833
PAU	Palo Alto Cty Emp FedCrUn	321174440
PCU	Patelco Credit Union	321076470
PPU	Peninsula Postal Cred Un	321176914
PFCU	Philips Electronics Cr Un	274973316
PSB	Placer Savings Bank	321170020
PNC	PNC Bank	031100157
PU	Provident Central Cred Un	321171731
RCCU	Redwood City Sequoia Sch Emp Fed Cr Un	321174848
SAB	SAB Francisco Fed Cred Un	321076441
TAMB	Tamalpais Bank	121181798
TDW	TD WATERHOUSE Bank, N.A.	021213368
TCRU	Technology Credit Union	121181976
TFU	Technology Federal Cr Un	321173674
TGU	The Golden 1 Credit Union	321175261
TMB	The Mechanics Bank	121102036
TRNB	The Rawlins National Bank	102300297
TRF	The Reserve Funds	021000021
TRW	TRW Systems Fed Credit Un	322281057
UOC	U of C Fed Credit Union	307074580
USU	U.S. 1st Federal Cred Un	321076289
UB	U.S. Bank	121122676

US BANK LISTING

UBC2	Union Bank of California	121000497
UBC	Union Bank of California	122000496
UMB	United Missouri Bank	101205681
UNS	United Security Bank	121141495
UEU	Univ & State Empl Cred Un	322281691
UCU	University Credit Union	322079502
UCU	University Credit Union	322079502
UFU	University Federal Cr Un	314977405
UFU	University Federal Cr Un	314977405
USB	USAA Federal Savings Bank	314074269
USE	USE Credit Union	322281691
VCU	Valley Credit Union	321171773
WABV	Wachovia Bank	031000503
WAB	Wachovia Bank	122287170
WM	Washington Mutual	322271627
WMS	Washington Mutual (Savings)	325070760
WFB	Wells Fargo Bank	121042882
WFB1	Wells Fargo Bank	122000247
WEFB	Wells Fargo Bank	122101191
WFBI	Wells Fargo Bank - Iowa	073000228
WFWA	Wells Fargo Bank - Washington	125008547
WFBA	Wells Fargo Bank Arizona	122105278
WFBC	Wells Fargo Bank Calif.	121042882
WFCO	Wells Fargo Bank Coloradp	102000076
WFBN	Wells Fargo Bank Nevada	321270742
WFTX	Wells Fargo Bank Texas	111900659
WFUT	Wells Fargo Bank Utah	124002971
WFBW	Wells Fargo Bank Wisconsin	075911988
WFNM	Wells Fargo New Mexico	107002192
WFU	Western Federal Credit Un	322079719
WS	World Savings	121181866
WS2	World Savings	321170389
XFU	Xerox Federal Credit Un	322275490