

**ALAMANCE COMMUNITY COLLEGE
PAYCHECK DISTRIBUTION AUTHORIZATION FORM**

Clearly indicate where you wish your **first** paycheck and future direct deposit notifications should be sent and/or to whom the paymaster should give your **first** paycheck. The paymaster will distribute your paycheck based on the instructions on this form with the most recent date. Please print all information clearly and sign and date the form.

Completed forms are to be sent to the Human Resources Office

I Authorize the College Paymaster to:

- Place my **first** paycheck and future direct deposit notifications in my mailbox at the Graham campus.
- Send my **first** paycheck and future direct deposit notifications to the Burlington Center via inter-office mail.
- Give my paycheck to: _____
Print Name
- I will personally pick-up my **first** paycheck and future direct deposit notifications from the paymaster in the Business Office Room G102.
- Other (specify): _____

Please note that the paymaster will request from the person named to pickup your paycheck or direct deposit notification for his/her picture ID.

Paychecks and direct deposit notifications are distributed on the last working day of each month. Full-time personnel checks cover the time worked in the current month. Part-time personnel checks cover the time worked the previous month.

Employee Full Name (Please Print)

Employee Signature

Date

ALAMANCE COMMUNITY COLLEGE

**DIRECT DEPOSIT AUTHORIZATION FORM
PRINT CLEARLY**

<i>EMPLOYEE NAME</i>	<i>SOCIAL SECURITY NUMBER</i>
<i>BANK NAME</i>	<i>CITY OF BANK BRANCH</i>
<i>BANK NUMBER</i> (First group of 9 numbers at the bottom of check or deposit slip BETWEEN the "[:" and "]:" symbols)	

DEPOSIT TO CHECKING

<i>ACCOUNT NUMBER(S):</i>	<i>AMOUNT:</i>

DEPOSIT TO SAVINGS

<i>ACCOUNT NUMBER(S):</i>	<i>AMOUNT:</i>

I authorize Alamance Community College to deposit my net pay into the bank(s) and account(s) indicated above. I verify that the bank(s) and account(s) indicated above are correct.

Date: _____ Signature _____

ATTACH A CHECK MARKED "VOID" FOR EACH ACCOUNT ABOVE.

PLEASE NOTE!!

If you are depositing your check into more than one bank, you will need to complete a separate form for EACH BANK. Just copy and use the above form.

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