ALAMANCE COMMUNITY COLLEGE
DIRECT DEPOSIT AND PAYCHECK DISTRIBUTION AUTHORIZATION
INFORMATION

Upon employment all full-time and part-time employees must enroll in ACC Direct Deposit Plan.

GENERAL INFORMATION:

When your direct deposit account information is received, the business office will transmit to the bank your account number and 0 dollars referred to as "pre-noting." The posting on your bank statement will read 'Alamance Comm. College Payroll $ 0,000.00.' In the event of a problem with the first test process, the Business Office may need to repeat the test process the following month. The payroll department will notify you, if we must repeat the test a second time.

Since the test transaction involves no money, your first paycheck will be given directly to you per instructions on the Paycheck Distribution form ACC-71A. If your information is received early in the month of hire for part-time employee's we can pre-note your account and your first check will be direct deposited into your account. If not the second and following pay periods your net pay will be direct deposited electronically to your bank and the Business Office will send you the direct deposit notification. The notification will report the gross pay, the net pay, and all other deductions.

Completed forms are to be sent to the Human Resources Office.

ENROLLMENT INFORMATION:

To enroll please complete these two forms:

1) Direct Deposit Authorization Form ACC-71B Rev. 07/09

Complete all the information requested, sign the form and attach your bank account check marked "void" to the form. If you are depositing your net pay into more than one bank, complete a direct deposit form for each bank and attach the appropriate bank information. Direct Deposit Forms are attached for your use. Additional forms are available in the white cabinet opposite the Duplicating and Mailroom area. Copies are also available outside the HR/Payroll Office, Room G107.

2) Paycheck Distribution Authorization Form ACC-71A Rev. 07/09

Complete all the information requested and indicate to whom or where your first paycheck and future direct deposit notifications should be sent. Please print all information clearly.

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

<table>
<thead>
<tr>
<th>Employee Full Name (Please Print)</th>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
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 pick-up 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 ____________
### DIRECT DEPOSIT AUTHORIZATION FORM

**PRINT CLEARLY**

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th>CITY OF BANK BRANCH</th>
</tr>
</thead>
</table>

**BANK NUMBER** (First group of 9 numbers at the bottom of check or deposit slip BETWEEN the "[" and "]" symbols)

### DEPOSIT TO CHECKING

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER(S):</th>
<th>AMOUNT:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### DEPOSIT TO SAVINGS

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER(S):</th>
<th>AMOUNT:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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.

*Completed forms are to be sent to the Human Resources Office*