

SOUTHEASTERN

COMMUNITY COLLEGE

Authorization of Direct Deposit Enrollment and Change

IMPORTANT: Southeastern Community College (SCC) will transmit your payment electronically based on the information you have provided. If the payroll transmission fails because you have given your Payroll Office incorrect or outdated information, SCC can only provide a replacement check AFTER a refund from the financial institution has been received. It is important that you provide correct account and bank routing numbers, and that you notify your Payroll Office immediately if you change banks or account numbers. SCC has the right to retract and correct payments, as necessary. The first pay period after initial enrollment in direct deposit or after any change in your direct deposit information (i.e. change of financial institution) you will receive a paper check. Any changes you wish to make to your direct deposit authorization must adhere to the payroll deadline policy to ensure adequate time for these changes to occur. You may also select to have your funds deposited in more than one account by completing the secondary deposit section. If you choose not to have your funds split between accounts this section should be left blank.

Primary Deposit Account Type: ☐ Checking(void check attached) ☐ Saving(deposit ticket attached) ☐ Money Market(deposit ticket attached)

Name of Financial : _____ Bank Account Number: _____

City of Branch: _____ State of Branch: _____

Secondary Deposit Account Type: ☐ Checking(void check attached) ☐ Saving(deposit ticket attached) ☐ Money Market(deposit ticket attached)

Name of Financial : _____ Bank Account Number: _____

City of Branch: _____ State of Branch: _____

Amount to be Deposited: \$ _____ (if you wish to set up more than one secondary deposit please use an additional form)

I acknowledge that electronic payments to the designated account must comply with the provisions of U.S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC). Check one of the following:

☐ I affirm that, regarding electronic payments that Southeastern Community College may remit to the financial institution for credit to the account that I have designated, the entire payment amount is not subject to being transferred to a foreign bank account.

☐ I affirm that, regarding electronic payments that Southeastern Community College may remit to the financial institution for credit to the account that I have designated, the entire payment amount is subject to being transferred to a foreign bank account. I understand that any electronic payments that may be remitted to me may be labeled with "IAT" the standard entry class. I acknowledge that availability of funds credited to the account will be subject to my receiving financial institution's policies and procedures.

FULL-TIME/PART-TIME EMPLOYEES: You have the option of seeing your Direct Deposit Slip electronically rather than getting a Direct Deposit Stub each pay period. If you choose the electronic option, you will not receive a paper stub. If you choose to continue receiving paper stubs, you will not be able to see your Direct Deposit information electronically. Electronic pay slips will remain online for a period of two years.

I wish to enroll to: ☐ Receive Electronic Deposit Slips ☐ Receive a Paper Direct Deposit Stubs

I wish to change my enrollment to: ☐ Receive Electronic Deposit Slips ☐ Receive Paper Direct Deposit Stubs

I authorize Southeastern Community College to initiate direct deposit entries each pay period, and if necessary, Adjustments for any direct deposit entries in error, to the financial institution and account(s) identified on the attached certification document. I understand and accept the conditions of participation in the direct deposit program. This authority will remain in effect until I cancel it in writing.

Email Address: _____ Preferred First Name: _____

Full Name Printed: _____ Employee ID#: _____

Signature: _____ Date: _____