

Direct Deposit Instructions

Direct Deposit is Mandatory

- ✓ Attach a voided check that shows the routing & account number or a copy of a savings account statement which shows your account number. *(If you have direct deposit through financial aid it will not deposit your paycheck. You will need to complete this form for your paycheck).*
- ✓ Write in the name of the department where you are working (if working with an off campus site not affiliated with the college, list “Student Employment” for the department and your pay stub will be mailed to your home).
- ✓ Don’t forget to date and sign the direct deposit authorization form.
- ✓ **Direct deposit will not take affect until your second pay check.** Each Electronic Fund Transfer goes through a prenote test. During the prenote testing you are required to pick up your check(s) from the college you indicated on your direct deposit form. The prenote cycle can take up to two pay periods. Upon the completion of the prenote test your checks will be electronically transferred to the financial institution indicated on the direct deposit authorization form. The locations to pick your check are below:

❖ Moreno Valley College
Student Services Building - 2nd Floor
Cashier Window

- ✓ Checks will only be released to the individual in which the check is made payable.
- ✓ Anyone picking up a check must present a current Driver’s License, DMV ID Card, Passport, Military ID or RCC Student ID.
- ✓ The person must also sign and date the check sign-out book or preprinted check register.

****Any exceptions to these procedures are to be made only by the Director of Auxiliary Business Services****