Direct Deposit Instructions

Direct Deposit is Recommended

Setting up direct deposit for the first time

- ✓ Complete the RCCD Payroll Direct Deposit Authorization Form
- ✓ Attach a voided check, a portion of your bank statement, or letter from your bank displaying your name, account and routing numbers**. (If you have direct deposit through Bank Mobile for your financial aid disbursements, it will not automatically deposit your paycheck. You will need to complete this direct deposit request for your paycheck).**
- ✓ Don't forget to date and sign the direct deposit authorization form.

Changing or adding accounts

- Employees wanting to add or change accounts must complete a new Payroll Direct Deposit form and attach a voided check or a direct deposit form issued by your financial institution showing your name, account number and routing number.

Check and pay stub distribution

- Employees that do not request direct deposit will have their checks mailed to the home address on file.
- Employees that submit direct deposit requests will have their pay electronically deposited into the account requested and the pay stub will be mailed to the home address on file.
- The home address on file is what was submitted on your hire paperwork, not what was submitted to Admissions and Records. If you need to change your address, please complete the Name/Address Change Form located on the MVC Student Employment web page at https://mvc.edu/_resources/files/financial-aid/form-se-name-address-change.pdf

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BUSINESS & FINANCIAL SERVICES
PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

☐ **New** Employee No. _____

☐ **Change**

☐ **Cancellation** Name: _____

PAYROLL USE ONLY	
Changes entered:	
Completed by:	

I HEREBY REQUEST THAT MY PAYROLL WARRANTS BE ELECTRONICALLY TRANSFERRED TO MY FINANCIAL INSTITUTION(S) AS NOTED BELOW:

You may elect to transfer funds to one, two, or three different accounts. Please indicate the amount(s) and account(s) as applicable:

1. Total Net Pay or $_____

Financial Institution:_____

Checking Account #_____

Savings Account #_____

(attach a voided check or portion of bank statement or letter from bank displaying the account & routing number)

2. Remaining Balance or $_____

Financial Institution:_____

Checking Account #_____

Savings Account #_____

(attach a voided check or portion of bank statement or letter from bank displaying the account & routing number)

3. Remaining Balance

Financial Institution:_____

Checking Account #_____

Savings Account #_____

(attach a voided check or portion of bank statement or letter from bank displaying the account & routing number)

I, _____ shall hold harmless and indemnify the Riverside Community College District, hereinafter referred to as District, and its officers and employees from any claim or demand of whatever nature including those based upon negligence of the District and its officers and employees, brought by any person, including any financial institution(s), against the District in its capacity as an employer concerning the Payroll Warrant Distribution provided by the District.

I hereby authorize the District to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above. I also authorize the financial institution(s) identified above to credit and/or debit the same to such account.

The request completed above is for the distribution of my payroll warrant(s) until rescinded in writing.

DATE: _____ SIGNATURE: _____