



DAYTONA STATE COLLEGE

Authorization Agreement For Direct Deposit

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| Name: | | |
| Address: | | |
| City: | State: | Zip Code: |
| Employee Id: | Telephone Number/Extension: | |

I hereby authorize Daytona State College to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below and the depository named below, hereafter called Depository, to credit and/or debit the same to such account. In the case of unrecoverable funds posted to this account beyond the control of the employer, the employee will be responsible for the depositing of such funds to this account. **Your first check will be a paper check allowing the bank to prenote your account numbers.**

Transaction Type (Select One):

New Direct Deposit Authorization

Change of Account Number

Change of Account Type Designation

Cancellation of Direct Deposit Transit/ABA Number: Account Number:

Change of Partial Amount Transit/ABA Number: Account Number:

Account Type (Select One):

Financial Educators Credit Union Net Deposit Partial Amount of

Checking Account Net Deposit Partial Amount of

Savings Account Net Deposit Partial Amount of

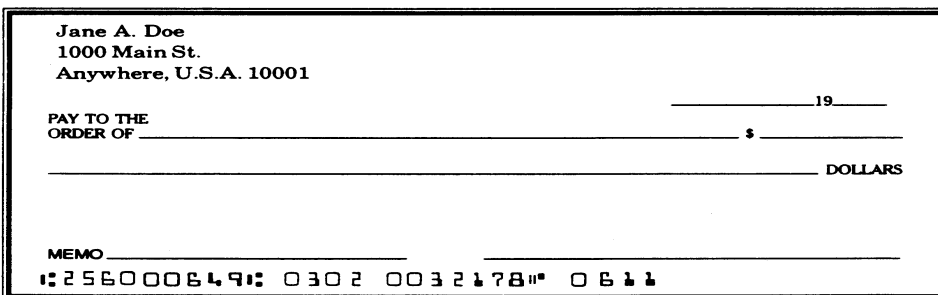
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|--------------------------------|--------|-----------|
| Name Of Financial Institution: | | |
| City: | State: | Zip Code: |
| Transit/ABA Number: | | |
| Account Number: | | |

This authorization is to remain in full force and effect until Daytona State College has received written notification from me on its termination in such time and in such manner as to afford the college a reasonable time to act on it.

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|----------------------------------|-------|
| Signature: | Date: |
| Co-Signature (If Joint Account): | Date: |

Attach a voided blank check for checking accounts or a savings account deposit slip for savings accounts to validate account information.

ATTACH VOIDED BLANK CHECK OR DEPOSIT SLIP HERE



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| ┌──────────┐ Transit No. | ┌──────────┐ Account No. | ┌──────────┐ Check No. |
|-----------------------------|-----------------------------|---------------------------|

DIRECT DEPOSIT NOTICE

Daytona State College requires newly hired employees to authorize automatic payroll deposits into their checking or savings accounts. Anyone who has a checking or savings account with almost any bank or financial institution in Florida or elsewhere in the country can use that account for direct deposit.

To have your payroll check deposited directly to your checking or savings account, you must: (1) Complete and sign the attached authorization agreement for electronic fund transfer (EFT), and (2) Submit to the payroll office a voided blank check for checking accounts or a savings account deposit slip for savings accounts, along with the completed agreement. Employees who wish to arrange a direct deposit to a credit union account or to an investment firm money market account should contact the financial institution to verify the transit and account numbers that are valid for ACH transactions.

Your checking account will be “prenoted” for one pay period. The prenote process is a “dry run” to detect any problems with your bank transit and account numbers. Your bank transit number and account number will be included on the EFT tape that notifies your bank of direct deposit transfers, but no funds actually will be transferred on the prenote date. You will receive your regular paycheck for the prenote pay period.

If the prenote process detects no problems, your net pay for the next pay period (i.e., your gross pay less withholding for federal, state, and local taxes, plus any other required or voluntary deductions) will be electronically transferred to your checking account. In lieu of receiving a paycheck, you will receive a pay information statement that reports the same information that would have appeared on your paycheck stub.

Any changes to your bank transit number or account number must be reported in writing to the Payroll Office prior to the end of the pay period in which the change is made. You also must notify the Payroll Office prior to closing your account.