

PAYROLL DIRECT DEPOSIT AUTHORIZATION

Mail to YCCD-Payroll Dept
PO Box 4065
Modesto, CA 95352

It may take up to 3 payroll cycles for direct deposit to go into effect. During the first cycle and possibly the second cycle you will receive a check in the mail, sent to the address you have on file with Human Resources. You must attach a voided check or a print out from your banking institution stating your name, routing number, account number, and type of account. A deposit slip is not acceptable. **Failure to follow these instructions will result in denial of your request, and it will be sent back to you unprocessed.**

Last Name _____ First Name _____ MI _____
EMPLOYEE ID# _____ Work Phone _____

Action _____ Effective Date _____

New Change Cancel

Your banking institution must have a physical branch in CA per Labor Code 212,213.

Financial Institution _____
Account Number _____ Checking Savings
Transit Routing Number _____ Amount

[Click here if the balance of the payment is to be deposited to this account](#)

Additional Accounts (if deposit is to be made to multiple accounts)

Financial Institution _____
Account Number _____ Checking Savings
Transit Routing Number _____ Amount

[Click here if the balance of the payment is to be deposited to this account](#)

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Account Number _____ Checking Savings
Transit Routing Number _____ Amount

[Click here if the balance of the payment is to be deposited to this account](#)

I hereby authorize YCCD to deposit and the financial institution listed below to deposit my pay automatically to my account listed above each payday and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I have cancelled it in writing and with such time as to afford YCCD a reasonable opportunity to act on it. YCCD can initiate termination of this agreement based on employment circumstances that may result in overpayment or due to rejection by your financial institution.

Signature _____ Date _____