

Authorization for Automatic Deposit

I, _____, authorize Southern Crescent Technical College (SCTC) to automatically deposit my net pay directly into the bank indicated below. Southern Crescent Technical College is also authorized to adjust any over/under deposit that it has caused to be made to my account. I recognize that the deposit of my net pay shall be made by electronically. Further, I acknowledge that the responsibility of SCTC to provide me my net pay shall be satisfied by the department's correct credit entry in accordance with the automatic deposit services agreement between SCTC and the BB&T Bank.

IMPORTANT:

Are you currently employed at another State agency that utilizes PeopleSoft? Yes. No
If yes, the primary PeopleSoft employer will govern your direct deposit record.

SCTC is authorized to deposit the net amount of my pay check into the following account effective _____ or the next available pay period after this date:

- Checking Account** (*Attach a voided check*)
- Savings Account** (*Attach a voided deposit slip or other documentation*)

In signing this authorization for *Automatic Deposit of Net Pay*, I understand that certain checks will not be automatically deposited into my account:

- ❖ Direct deposit requires pre-notification. Once your automatic deposit is set up in PeopleSoft, BB&T will send a test notification to your bank. This step is required to ensure that you funds are being sent to the proper account.
- ❖ If you change your bank or bank account, the pre-notification process will be required. As a result, the first check after the changes are made will not be direct deposited.
- ❖ If you resign or transfer to another agency, your final paycheck and any paid annual leave will not be direct deposited.
- ❖ If you are placed on leave without pay for a portion of the pay period, your check may not be direct deposited.

Last 4 of Social Security #

Employee's Signature

Date

Attach Voided Check or Savings Deposit slip here
(Account must contain your legal name, account number and account routing number)