Employee Name :			Employee ID # :		
Action Requested :	Start	Change	Cancel		

Please fill out, sign the bottom of this form, and return to the payroll office along with a <u>VOIDED CHECK(S)</u> from your account(s). The system requires that we test each new account as it is set up so you should expect that direct deposit to take effect no earlier than the second payday after our receipt of this form.

You may split the direct deposit of your net pay in up to three different banks. You must specify a dollar amount for account 1 and account 2. The remainder of your net pay will be deposited to the third account. You may not split your net pay between accounts at the same bank, as most banks have a process for automatic transfers from one account to another.

Account 1					
Bank Name :			Account Type :	Checking	Savings
Deposit Amount :	Net Pay	Specific Dolla	ar Amount \$		
Account 2					
Bank Name :			Account Type :	Checking	Savings
Deposit Amount :	Specific Dollar Amount \$			Remainder of Net Pay	
Account 3					
Bank Name :			Account Type :	Checking	Savings
Deposit Amount :	Remainder of	Net Pay			

Please note that your paycheck will be mailed to your address on file until the direct deposit goes into effect.

This is to authorize Napa Valley College to provide for direct deposit of any wages due me, less the mandatory or