

Direct Deposit Instructions

Direct Deposit is Recommended

Setting up direct deposit for the first time

- ✓ Attach a voided check that shows the routing & account number or a direct deposit form from your financial institution which shows your account and routing numbers. You may use this form as long as it has your bank name, your name, account and routing numbers. *(If you have direct deposit through financial aid it will not deposit your paycheck. You will need to complete this form for your paycheck).*
- ✓ Write in the name of the department where you are working (if working with an off campus site not affiliated with the college, list “Student Employment” for the department and your pay stub will be mailed to your home).
- ✓ 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 Direct Deposit form and attach a voided check statement.

Riverside employees may pick up their check at the following location:

- ❖ Riverside City College
Charles A. Kane Student Services Building -1st floor
Cashier Window

- ✓ Checks will only be released to the individual in which the check is made payable.
- ✓ Anyone picking up a check must present a current Driver’s License, DMV ID Card, Passport, Military ID or RCC Student ID.
- ✓ The person must also sign and date the check sign-out book or preprinted check register.

**** Any exceptions to these procedures are to be made only by the Director of Auxiliary Business 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 (your name must be on the account):

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 a direct deposit form from your bank showing account & routing number)

2. Remaining Balance or \$ _____
 Financial Institution: _____
 Checking Account # _____
 Savings Account # _____
 (attach a voided check or a direct deposit form from your bank showing account & routing number)

3. Remaining Balance
 Financial Institution: _____
 Checking Account # _____
 Savings Account # _____
 (attach a voided check or a direct deposit form from your bank showing account & routing number)

SEND MY PAYSTUB TO:

_____, _____
LOCATION DEPARTMENT

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: _____