

Western Montgomery Career & Technology Center

INSTRUCTIONS FOR DIRECT DEPOSIT AUTHORIZATION FORM – Please type or print in ink.

Check Transaction type and complete designated sections.
Alterations must be initialed.
Make a copy for yourself, before you submit this Form.

TRANSACTION TYPE

☐ New (Complete Sections 1, 2 and 3)
☐ Change (Complete Sections 1, 2 and 3)
☐ Cancellation (Complete Sections 1 and 2)

Payroll Office Use ONLY

Date Received _____

Effective Date _____

SECTION 1 – EMPLOYEE INFORMATION

LAST NAME _____ FIRST NAME _____

HOME ADDRESS _____

City _____ State _____ Zip Code _____

Email Address: _____

SECTION 2 – EMPLOYEE'S BANK OR CREDIT UNION INFORMATION

Name of Bank or Credit Union _____

Attach voided check (deposit slip is not acceptable)

Address _____

City _____ State _____ Zip Code _____

Routing Transit Number _____ Type of account : ☐ Checking ☐ Savings

Your account number _____

SECTION 3 – EMPLOYEE CONSENT AND AUTHORIZATION

I hereby authorize Western Montgomery Career & Technology Center to deposit by Electronic Transfer payments owed to me by WMCTC and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. WMCTC shall deposit the payments in the Financial Institution and account designated above. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically. This authorization is to remain in effect until WMCTC has received written notification from me of its cancellation in such time as to afford WMCTC and my financial institution a reasonable opportunity to act on it.

Further, I agree not to hold WMCTC responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and WMCTC'S rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, or amended or repealed.

Employee Signature _____ Date _____

Western Montgomery Career & Technology Center

DIRECT DEPOSIT AUTHORIZATION INSTRUCTIONS

NEW SETUP	Place an X beside the New Setup transaction and complete all of Sections 1, 2 and 3. <i>A voided check, not a deposit slip, must be attached.</i>
CHANGE	Place an X beside the Change transaction and complete all of Sections 1, 2 and 3 to make a change to your Account Number, Type, or Financial Institution. A voided check must be attached. It is recommended that you maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives your Direct Deposit payment.
CANCELLATION	Place an X beside the Cancellation transaction and complete Sections 1 and 3. It is recommended that you maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives your Direct Deposit payment.
EMAIL ADDRESS	The email address is necessary so that you may receive confirmation of the direct deposit through the Skyward System. If you do not have a WCTS email address, please put a current and correct email address where you can be notified of your deposit.
FORM DEADLINE	The payroll department requires a reasonable amount of time to process this form. Your completed authorization form must be returned to the payroll department by the Friday before the next pay date. The same deadline applies to changes and cancellations.
NOTIFICATION	Effective January 1, 2010, all notifications will be sent via the web. The system will generate an electronic message that notifies you of your deposit date. From the message you will be able to access the Employee Access through the URL link to display the detail information concerning that deposit.
CANCELLATIONS OR CHANGES	It is very important that any change in your direct deposit information be submitted to the business office explained in the Form Deadline section of these instructions. Any delay in this process can result in a delay in payment or your payments may be erroneously transferred. If any problems are incurred with the processing of your direct deposit, you will not receive payment until the amount is returned to WCTS for distribution.
CONTACT	If you have any questions concerning direct deposit or the completion of this form, contact the business office at 610-7272, ext. 203 or email dwilson@westerncenter.org .