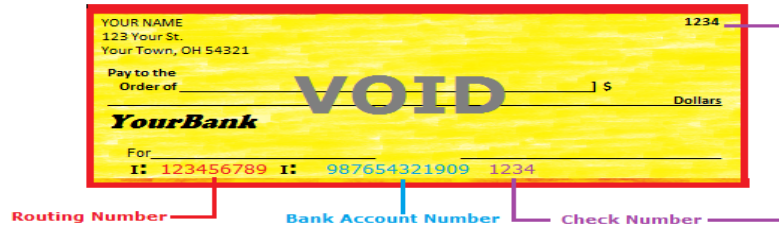




DIRECT DEPOSIT AUTHORIZATION FORM

SECTION ONE (To be completed by employee)

Name: (Print/type) _____ Tartan ID: _____



Instructions:

1. Complete this form in full to enroll in, or change status for Direct Deposit.
2. Sign & return form to Payroll. Building 7, Room 341. (Forms can also be submitted via our online Secure Upload Portal)
3. If you change/stop your direct deposit account, you will need to fill out another Direct Deposit Authorization Form.

If you choose not to set up a direct deposit, or provide the recommended documentation for your account(s), then you will be set up with a PNC bank card. Information from PNC Bank will be mailed to you, informing you what to do to activate your account.

SECTION TWO (To be completed by employee)

Direct Deposit Option(s) - It is recommended that you attach the following:

- **Checking Accounts** - photocopy of a blank/voided check showing an account & routing number. (See example above)
- **Savings Accounts** - include documentation from your financial institution. Direct deposit slips for savings accounts are not acceptable. Contact your bank to obtain your account/routing numbers and enter below.
- A bank generated statement indicating the account/routing numbers for a checking/savings account is also acceptable.

Use the 'Net/Remaining Pay' line if setting up only one account.

Type of Account ☐ Savings ☐ Checking (Check only one box)

New ☐ Name of Bank _____
Change ☐ Routing Number _____
Stop ☐ Account Number _____ Amount \$ _____

Type of Account ☐ Savings ☐ Checking (Check only one box)

New ☐ Name of Bank _____
Change ☐ Routing Number _____
Stop ☐ Account Number _____ Amount \$ _____

Type of Account ☐ Savings ☐ Checking (Check only one box)

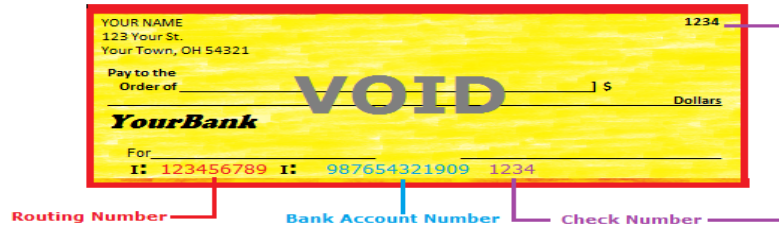
New ☐ Name of Bank _____
Change ☐ Routing Number _____
Stop ☐ Account Number _____ Amount Net/Remaining Pay _____

I hereby authorize SINCLAIR COMMUNITY COLLEGE to initiate, change, or stop direct deposit to my CHECKING and/or SAVINGS ACCOUNT. This authority is to remain in full force and effect until SINCLAIR COMMUNITY COLLEGE has received written notification from me of its termination in such time and in such manner as to afford SINCLAIR COMMUNITY COLLEGE a reasonable opportunity to act on it. I acknowledge that I have read this form and agree to the above terms and conditions.

Signature _____ Date _____

TIPS for Direct Deposit Authorization form.

- Attach a Voided Personal Check for checking account or a statement from your bank containing your savings account number.



- Please print legibly.
- Do not use the routing number at the bottom of a deposit slip as this number may not be correct.
- Verify your account number and routing number with your financial institution.
- Incorrect routing and account information may cause a delay in receiving your funds.

FAQ's for Direct Deposit

Where can I view my earnings statement?

You will not receive a paper earnings statement. Your earnings statement can be found by logging on to <https://my.Sinclair.edu> and clicking on 'Earnings Statement' on the Payroll portlet located on the homepage.

When will my direct deposit begin?

Direct Deposits require a pre-notification process. As long as there are no issues with the account information, the Direct Deposit should be active on the next available pay date.

When will my pay be deposited into my account?

On your payday. Funds will not be available prior to payday.

When should I notify payroll if I close an account?

You should notify the Payroll department immediately if you have closed your account(s). Keep in mind, payroll is processed at least a week in advance of the pay date.

I closed my account but did not notify payroll. What do I need to do?

Your direct deposit will automatically be sent as though the account(s) were open. All funds submitted to the closed account will not be available until such funds are returned to Sinclair Community College by the financial institution. This can take at least 3 business days. It is your responsibility to notify Sinclair Community College of any changes in your account, such as closure or change in account number.

If I have been terminated/retired, and return to work, will I need to fill out a new direct deposit form?

Yes. Your direct deposit is turned off upon termination/retirement. You will **not** need to attach documentation of the account if it is an account that is already on file.

Can I have direct deposit to multiple accounts?

Yes. You can direct deposit into multiple accounts, at multiple financial institutions.

I have \$500 going into Account B and the remainder going into Account A. What happens if my net pay is \$450?

The \$450.00 will be deposited into Account B, and \$0.00 will be deposited into Account A.

Can I have my net pay deposited into Account A for my FT position, and my Net Pay deposited into Account B for my Adjunct position?

No. If you direct your net pay to Account A for your FT position, that same account will be used for your Adjunct position. Also, if you direct \$800.00 to Account B for your FT position, \$800.00 will be directed to Account B for your Adjunct position.

It is payday and the direct deposit is not in my bank account. What should I do?

Check your online earning statement to see that you did receive pay, and that it was directed to the proper financial institution of your choosing. If so, call your financial institution directly. You may also contact your payroll department for assistance.

I have my check deposited into two banks – one gets a fixed amount and the other bank gets the balance. What would happen if I closed the account that was receiving the balance of my check and I didn't tell the Payroll Office?

Only the fixed amount for the active account would go to your bank. The balance would be rejected since the account number was now inactive. Rejected directed deposit amounts are electronically returned through a very lengthy process.