

Direct Deposit

To: All Employees of Fox Valley Technical College:

FVTC has an Automatic Direct Deposit system for payment of salaries. This system is required for all regular, adjunct, non-union, and student employees.

Direct Deposit works like this:

1. On payday, you will receive an Advice of Deposit/Earnings Statement. For regular staff members who are normally in school everyday, the statement will be delivered via the interoffice mail system on payday. For adjunct, non-union, student, and other employees, the statement will be delivered on payday, to the address that is on the payroll file.
2. Your Earnings statement will show your gross and net pay. It will also list all current payroll deductions and year-to-date information.
3. Your net pay will be credited directly to your checking or savings account in the bank or credit union of your choice on payday.
4. The monthly checking account statement you receive from your bank will show each of your net payroll deposits.

Advantages to this method of payment are:

1. Your pay will be deposited-even if you are ill, out of town, or on vacation. If your mail is delayed for some reason, your pay will still be in your bank account on payday.
2. You will save time because you will no longer have to make a trip to the bank or wait in line at a bank.

Once payroll receives your account information direct deposit will take effect on the first payday following receiving the voided check or completed form. From then on you will receive your statement of earnings instead of an actual paycheck.

If you change banks once you're on direct deposit, please give the FVTC payroll staff at least 10 working days notice and verify that funds are being received in the new account before closing the old account.

If you have any questions regarding Direct Deposit, please call the Payroll office at:

920-735-5623 or 920-735-2580

(Please turn over to complete form)

Direct Deposit Form

I authorize Fox Valley Technical College and the financial institution below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account listed below each payday. This authority will remain in effect until I cancel in writing with the payroll department.

| Financial Institution | ABA/Routing Number (9 digits) | Account Number | Account Type (select one) | | \$\$ or % of net pay to be deposited |
|-----------------------|-------------------------------|----------------|---------------------------|---------|--------------------------------------|
| | | | Checking | Savings | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | BALANCE |

You may elect to deposit to more than one account. You may not combine a percent with a flat amount. If using percents, they must not add to more than 100%. Line 7 must always be completed. For checking accounts a voided check must be attached.

Employee's Name _____ ID# _____

Employee's Signature _____ Date _____

Day time phone number _____

Home Address _____
