TRINITY VALLEY COMMUNITY COLLEGE
DIRECT DEPOSIT ENROLLMENT FORM
AND
PAYROLL ROUTING SELECTION FORM

We are pleased to offer ***Payroll Direct Deposit***. Now you can have your paycheck automatically deposited in your checking or savings account on payday. Direct deposit will help you in many ways:

- It saves time in depositing checks – no long payday lines to wait in.
- It is more confidential because it reduces handling by other people.
- It is safe because it eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster; reduces the possibility of overdrafts.
- It means you get your money deposited to your account even if you're on vacation or away from the office on business or illness.
- If you are a student, it eliminates the time standing in line to pick up your check in the Business Office and your money will be deposited into your account even if you are not on campus on payday.

Here's how ***Direct Deposit*** works:
On payday you will receive an earnings statement showing gross pay, taxes, other deductions and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.
Direct Deposit is safe, convenient and easy. Please complete the authorization form to enroll and return to the Payroll Department.

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I authorize Trinity Valley Community College and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries for any credit entries in error to my: ☐ checking account ☐ savings account

This authority will remain in effect until I have cancelled it in writing in such a time and manner as to afford TVCC a reasonable opportunity to act on it.

_____	_____
Financial Institution	Employee Name (Please print)
_____	_____
City	Signature
_____	_____
State	Employee Social Security Number
_____	_____
Bank TRANSIT Routing Number	Bank account number

A VOIDED CHECK MUST BE ATTACHED FOR VERIFICATION OF BANK INFORMATION.
AN ACH/EFT INSTRUCTION FORM PROVIDED BY YOUR BANK IS ALSO ACCEPTABLE.
Enrollment forms without a voided check or bank provided instruction form attached will not be processed.

Please complete the form below so that we can route your check or earnings statement as you wish.

_____ H 10 Hold in Athens Business Office
_____ P 2 Palestine Campus
_____ T 3 Terrell Campus
_____ E 7 Continuing Education
_____ A 8 Adult Education
_____ B 6 Athens Campus Mail Box
_____ K 4 Kaufman HSC
_____ J 5 TDCJ
_____ G 9 Maintenance
_____ M 11 U.S. Mail to home address (W-4)

Routing options for student workers opting to receive payment by check (earnings statement will be mailed only if enrolling in direct deposit):

_____ H 10 Hold at Athens Campus
_____ P 2 Send to Palestine Campus
_____ T 3 Send to Terrell Campus
_____ K 4 Send to Kaufman HSC

_____	_____
Printed Name	Signature
_____	_____
Social Security Number	Date