

**<sup>1</sup>TRINITY VALLEY COMMUNITY COLLEGE  
DIRECT DEPOSIT ENROLLMENT FORM**

Here's how *Direct Deposit works*:

An earnings statement will be mailed to your TVCC e-mail address showing gross pay, taxes, other deductions and net pay on payday or the afternoon prior to payday. The amount and date 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.

**As of September 1, 2011, mandatory enrollment into direct deposit is required of all full and part-time faculty/staff. It is strongly recommended for all work study students.**

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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  
  
\_\_\_\_\_  
City  
  
\_\_\_\_\_  
State  
  
\_\_\_\_\_

\_\_\_\_\_  
Employee Name (Please print)  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Employee TVIN  
  
\_\_\_\_\_

Bank TRANSIT Routing Number

Bank account number

**A VOIDED CHECK, PHOTO COPY OF A CHECK OR ACH/EFT INSTRUCTION FROM BANK OR OTHER FINANCIAL INSTITUTION MUST BE ATTACHED FOR VERIFICATION OF ACCOUNT INFORMATION.**

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Routing options for student workers opting to receive payment by check:

- \_\_\_\_\_ H      Hold at Athens Campus
- \_\_\_\_\_ P      Send to Palestine Campus
- \_\_\_\_\_ T      Send to Terrell Campus
- \_\_\_\_\_ K      Send to Kaufman HSC

\_\_\_\_\_  
Printed Name  
  
\_\_\_\_\_  
TVIN

\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Date