

Automatic Pay Deposit Enrollment Agreement Payroll & Work Study

**IT IS CRITICAL THAT YOU NOTIFY THE PAYROLL DEPARTMENT WHEN YOU HAVE CHANGED BANKS AND OR ACCOUNTS
CONTACT; RACHELLE RICHARDSON AT 559-934-2121 OR rachellerichardson@whccd.edu**

NAME (Please Print): _____

Full Social Security Number: _____

SELECT OPTION: (Please check one box only)

- Checking Account (**Attach a voided, pre-printed check**)*
- Savings Account (**Attach bank statement that includes accountholders name, name of bank, account number, routing (ABA) number. If the routing number isn't preprinted then a temporary check may be used in addition to the statement.**

I hereby authorize West Hills Community College District to initiate credit entries to my checking or savings account in order to directly deposit paid I understand and agree to the following as a result of participation in this Automatic Pay Deposit (APD) program.

- A. This APD program applies only to wages paid on the end-of month payroll.
- B. This enrollment agreement is effective for the first payroll in which it is received by the District, prior to the cutoff date established by the District for processing that payroll.
- C. For the first payroll period this agreement is effective, a pre-notification (pre-note) is sent to the enroller's bank confirming the existence of the account number and the bank's participation in the APD program. The amount of the check will be directly deposited into the account and available to the participant as of the morning of the pay date. ** The participant should confirm this deposit with the bank after the first scheduled APD.
- D. Termination of this agreement must be made by written notification.
- E. If an automatic paid deposit (APD) cannot be credited to an account because the account has been closed, the bank will reject the direct deposit and reroute the funds back to the issuing bank. **This return process may take several days and will be subject to a bank processing fee currently set at \$30.00.***** Participants in this program agree that if a direct deposit is rejected, a replacement check (less the \$30.00 processing fee) will only be issued after the funds are received back by the school.
- F. Wages that become subject to garnishment or levy by judicial action may possibly be dropped from the APD program.

Signature: _____

Date: _____

*Must accompany application or request will NOT be processed.
**Verify with your financial institution as to the exact time of deposit.
***Subject to change according to bank charges.

Office Use Only	Date	Initials
EDDP		
"J" DRIVE		