



## Direct Deposit Form

Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

### Type of Action:

- Enrollment       Re-Enrollment  
 Change       Discontinue Enrollment

I authorize Athens Technical College and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account (*please check one below*) each pay period. This authority will remain in effect until I have cancelled it in writing.

- Checking       Savings

Name of Bank: \_\_\_\_\_ Branch Phone Number: \_\_\_\_\_

Transit Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

**PLEASE ATTACH  
A VOIDED BLANK CHECK OR  
A VOIDED DEPOSIT SLIP TO A SAVINGS ACCOUNT**

***DO NOT ATTACH A DEPOSIT SLIP TO A CHECKING ACCOUNT***

If I change banks or my bank account, or if I choose to discontinue Direct Deposit of Net Pay, I understand that I am responsible for submitting written notification of the change to Athens Technical College's Office of Human Resources by the 15<sup>th</sup> day of the month of change.

I further authorize Athens Technical College to adjust any over/under deposit(s) made to my account.

I recognize that deposit of my net pay shall be made by electronic means and further acknowledge that I understand my participation in the Direct Deposit of Net Pay program is subject to the conditions listed on the previous page and have read said conditions.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**



## TERMS & CONDITIONS OF DIRECT DEPOSIT

1. Direct Deposit of Net Pay is available to eligible employees of Athens Technical College.
2. Deposit of pay may be made to one account which may be either a checking or savings account.
3. Enrollment and re-enrollment eligibility:
  - A) Employee must have a personal account in a bank participating in the Federal Reserve System program for electronic deposit.
4. Enrollment will be discontinued if:
  - A) The employee is placed in a non-pay status for any reason.
5. An employee who has been discontinued from enrollment shall not be reinstated in the program until the employee again meets enrollment requirements.
6. There are certain checks which will not be automatically deposited to an employee's account, but will be delivered to the employee. These checks are:
  - A) The first check following enrollment of an eligible employee.
  - B) The first check following any change in an employee's bank account including a change of banks.
  - C) The last salary check and any terminal pay due an employee upon termination of employment. This includes transfer to another State agency.
  - D) Any salary check that is not produced at least four (4) regular days prior to pay date.  
(Note: Checks are scheduled to be produced four work days prior to the pay date. This provision will normally apply if the computer program for production of checks is inoperative on that date.)
7. Employee enrollment in the Direct Deposit of Net Pay Program is administered by Athens Technical College's Office of Human Resources. Completed authorization agreement forms should be forwarded to the HR department by the employee.
8. Transfer of funds between banks (ATC's to Employee's), as authorized by enrollment in this program, is administered by the Director of Accounting.