



Contra Costa Community College District DIRECT DEPOSIT AUTHORIZATION

New Cancel Update Existing Replace Existing

Name

SSN or ID

Home Phone

Work Phone CCC DVC LMC DO

Deposit Entire Check

Flat Amount \$ _____

Name of Bank, Credit Union, or Institution

Routing Number

Bank Account Number Checking Savings

I hereby authorize the above named Contra Costa Community College District (CCCCD) and their agents, to initiate electronic deposits and as necessary, debit corrections to previous deposits, to the above account.

I understand,

- Direct Deposit is not activated for 31 days following a Prenote, verified by Wells Fargo Bank for New Change authorization.
- I must submit a new authorization form if I change my account (name, branch, type of account, etc.)
- Direct Deposit status may be suspended or rescinded by the CCCCCD and payment made by warrant, if necessary to meet payroll deadlines or under other extreme conditions.

I agree to hold harmless and indemnify the CCCCCD and their officers and employees from any claim or demand of whatever nature of failure or delay in making deposits and or corrections to deposits as herein authorized.

This authorization replaces any previously made by me and is to remain in effect until changed or cancelled by submission of a new Direct Deposit Authorization form.

Signature

Date

When requesting a new account to be established
ATTACH VOIDED CHECK HERE
 No staples
 Do not cover numbers with tape

District Payroll Use Only:

Processed by

Date