



## CALIFORNIA INSTITUTE OF TECHNOLOGY

Payroll Department 156-84

To: Employee  
From: Anita Yanes, Director of Payroll  
Subject: **AUTOMATED PAYROLL DIRECT DEPOSIT**

For your added convenience, Caltech employees are eligible to participate in the Automated Payroll Direct Deposit system. Employees who have a savings or checking account with almost any bank or financial institution in the United States are eligible to participate.

When you choose to participate in the direct deposit program, your pay will automatically be credited each payday to your personal checking or savings account. In lieu of a paycheck, you will receive an earnings statement which reflects the same information that would have been shown on your paycheck stub.

You may send your direct deposit to more than one banking institution. If you desire, your net check can be split between a checking and saving account. Please complete and sign separate authorization agreements for each banking account that you wish to have your net check deposited.

To authorize automatic deposit of your pay, please fill out the enclosed Caltech Direct Deposit Authorization Agreement form and attach a voided blank check from your checking account. Attaching the voided check will ensure that the Record Services department in Human Resources has all the information required to automatically credit your existing bank account. Automated deposits should begin with the next pay period after your request has been processed.

Please submit the signed Caltech Direct Deposit Authorization Agreement and voided blank check to Record Services - MC 154-84.

Any changes of banking institutions or account numbers must be reported by completing a new request and submitting it to Record Services - MC 154-84, prior to the end of the pay period. When changing bank accounts, please keep your old account open until your check has been electronically deposited in your new account or you may receive a paycheck during the changeover process.



CALIFORNIA INSTITUTE OF TECHNOLOGY

DIRECT DEPOSIT AUTHORIZATION AGREEMENT (EFT)

I hereby authorize California Institute of Technology to initiate credit entries and to initiate if necessary, debit entries and adjustments for any credit entries in error to my account indicated below:

BANK OR SAVINGS AND LOAN NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BRANCH: \_\_\_\_\_ BRANCH TELEPHONE : \_\_\_\_\_

CHECKING: SAVINGS: ACCOUNT NUMBER: \_\_\_\_\_

NET CHECK DEPOSIT: YES NO

If no, indicate \$ \_\_\_\_\_ amount to be deposited.

This authority is to remain in full force and effect until California Institute of Technology has received written notification from me on its termination in such time and in such manner as to afford California Institute of Technology a reasonable time to act on it.

NAME: (print) \_\_\_\_\_ UID: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CAMPUS EXTENSION: \_\_\_\_\_

NOTE: Attach a voided blank check or savings account deposit slip to validate account information.

ATTACH VOIDED BLANK CHECK HERE

Jane A. Doe	000
1000 Main St.	
Anywhere, USA 10001	_____ 19 _____
PAY TO THE	
ORDER OF _____	\$ _____
	_____ DOLLARS
MEMO _____	_____