



## CALIFORNIA INSTITUTE OF TECHNOLOGY

Payroll Department 156-84

To: Employee

From: Anita Yanes, Director of Payroll Mail Code: 156-84

Subject: **AUTOMATED PAYROLL DEPOSIT SYSTEM**

For your added convenience, Caltech employees are eligible to participate in the Automated Payroll 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.

If you choose to participate in the direct deposit program, your net pay will automatically be credited to your personal checking and/or savings account each payday. You will receive an earnings statement in lieu of a paycheck which reflects the same information that is shown on the paycheck "stub".

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

To have your net pay deposited directly to your accounts, you must: (1) Complete and sign the attached authorization agreement for each electronic fund transfer (EFT), and (2) Submit a voided blank check and the completed agreement to the Payroll office.

**Automatic deposits should begin with the next pay period after your request has been processed.**

Any changes of banking institutions or account numbers must be reported by completing a new request and submit to the Payroll Department, Mail Stop 156-84, prior to the end of the pay period. **Please note, also keep the old account open until your check has been electronically deposited in your new account when changing bank accounts, 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 _____	_____