

Cal Poly Corporation Payroll Direct Deposit Enrollment Form

Direct deposit is offered to full-time benefited employees that are expected to be employed two months or longer. Cal Poly Corporation (CPC) is limiting direct deposit to one bank account at this time.

Employee Information		
Employee Name:	ID Number:	
Home Address Including Street:		
City:	State:	Zip Code:
Work Phone:	Home Phone:	
E-mail Address:		

Direct deposit my entire net paycheck into the following account:	
Financial Institution:	
Circle: Checking or Savings	
ROUTING NUMBER:	ACCOUNT NUMBER:

I authorize Cal Poly Corporation to initiate credits (and/or, if necessary, corrections to the previous credits) to the above designated financial institution. This authorization is to remain in full force and effect until I revoke it in writing. By signing this authorization, I understand all of the following:

1. I MUST ATTACH A VOIDED CHECK FOR ROUTING INFORMATION PURPOSES.
2. I will continue to receive payroll checks until the direct deposit is in effect (usually 2 pay periods).
3. My financial institution has until midnight of the pay date (or first working day thereafter) to credit my account.
4. I must notify the CPC payroll department immediately of any account changes or closures. NOTE: Failure to notify the payroll department of changes to your bank account may delay receipt of your paycheck.
5. If I change financial institutions or account information within the same financial institution, I may receive one paycheck before any new authorization becomes effective.
6. If my employment status is inactive in excess of 6 months, I understand that my direct deposit deduction may be terminated and I must contact CPC's payroll department to obtain direct deposit reinstatement information.
7. I understand that if my check is put on hold due to incomplete/incorrect paperwork or an error is found in the calculation of my check, direct deposit will be stopped for the resulting paycheck only and the CPC Payroll office will contact me.
8. I understand if my timecard is submitted after the published deadlines, it will not be included in the direct deposit for that payroll and I will receive a normal check.

PLEASE ATTACH VOIDED CHECK HERE

Signature of Employee:	Date:
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For Payroll Use Only	
Dir. Dep. Routing #:	
Account Number:	Effective Payroll:

**Please return to the CPC Human Resources office in Building 15 for processing.
For further questions call Human Resources @ 756-1121 or Payroll @ 756-6645.**