

Cal Poly Corporation

Payroll Direct Deposit Enrollment Form

Direct Deposit is offered to all Cal Poly Corporation employees. Cal Poly Corporation is limiting direct deposit to one bank account at this time. **An employee must submit this completed form and acceptable bank documentation to enroll.**

Employee Information		
Employee Name:		
Address to Mail Stub:		
City:	State:	Zip Code:
Work Phone:	Home Phone:	
E-mail Address:		
Direct deposit my entire net paycheck into the following account:		
Financial Institution:		
Circle: <input type="checkbox"/> Checking or <input type="checkbox"/> 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 BANK PRINTOUT REFLECTING THE BANK'S NAME, MY NAME, MY ROUTING AND ACCOUNT NUMBER OR A VOIDED CHECK FOR ROUTING INFORMATION PURPOSES OR I CAN ENROLL ELECTRONICALLY BY USING THE QR CODE ON THE BACK OF THIS FORM TO ENROLL VIA DOCUSIGN.**
2. The address listed above will be used for all Cal Poly Corporation business/correspondence.
3. I will continue to receive payroll checks until the direct deposit is in effect.
4. My financial institution has until midnight of the pay date (or first working day thereafter) to credit my account.
5. 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.
6. If I change financial institutions or account information within the same financial institution, I may receive one paycheck before any new direct deposit becomes effective.
7. 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.
8. I understand that if my check is put on hold due to incomplete/incorrect paperwork or an error 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.
9. 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.

* Paycheck Stubs held for pickup at the Cashiers will be mailed to the address shown on your current stub if they have not been picked prior to the next payday. If you have not picked up your paycheck stub for three consecutive pay cycles, you understand your paycheck stub distribution will be changed to mail automatically.

PLEASE ATTACH ACCEPTABLE BANK DOCUMENTATION BEFORE SUBMITTING THIS SIGNED FORM.

Signature of Employee:	Date:
****Electronically Verified by Human Resources****	
Dir. Dep. Routing #:	Verified by:
Account Number:	Effective Payroll:
CPC EMPL#:	EMPL TYPE:

Please return to CPC Human Resources in Building 15 (756-1121) for processing.

CAL POLY

CORPORATION

Direct Deposit Enrollment Form QR Code



How to use QR Code

iPhone Users

1. Open your camera on your phone
2. Hover over the above image
3. Click on the push notification to go to the website to fill out the form

Android Users

1. Open a QR scanner app on your phone
2. Hover over the above image
3. Click on the push notification to go to the website to fill out the form