

NVCC Direct Deposit Authorization

Direct Deposit Options check one: Start _____ Change _____ Delete _____

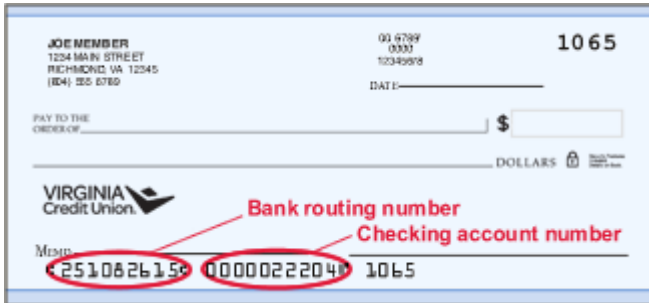
To enroll in Direct Deposit, simply fill out this form and bring to the Payroll office K707/708. Attach a Voided check for each checking account (not a deposit slip). If depositing into a savings account or you do not have checks, ask your bank to give you the Routing/Transit Number form for your account and attach to this form. This will ensure that your funds are deposited.

EMPLOYEE NAME _____ EMPLOYEE # _____

BANK NAME _____

BANK TRANSIT #/ROUTING # _____

ACCOUNT # _____ ACCOUNT TYPE: CHECKING _____ SAVINGS _____



PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

I hereby authorize the State of Connecticut (STATE) to electronically deposit my net salary to the account named above. This authorization is to remain in force until the State has received written notification from me of its termination in such time and manner as to afford the State and the bank named above a reasonable opportunity to act upon it. In the event that the State notifies the bank that funds which I did not earn have been deposited to my account in error, I hereby authorize and direct the bank to return said funds to the State as soon as possible. In the event such unearned funds have been drawn from that account so that the return of those funds by the bank to the State is not possible, I hereby authorize the State to recover those funds by deducting the amount of said unearned funds from any future salary payments from the State until the amount of the unearned deposit has been recovered in full. In the event, my employment with the State is terminated for any reason whatsoever, and if at the time of such termination I have had unearned pay automatically deposited in my checking/savings account. I will immediately repay the State the full amount of such unearned pay. I further agree that if I do not immediately repay such unearned pay, I will be personally liable for all costs of collection, including reasonable attorney's fees incurred by the State in the collection of such unearned pay, together with the maximum interest permitted by law.

Important Information Relating to Direct Deposit

1. New direct deposits take approximately 2 pay periods to take effect. A "test" direct deposit will be processed for \$0.01. If everything is correct, your next pay will be direct deposited as you indicate on this form.
2. Do not close, cancel or change your existing bank account without first completing new Deposit Authorization Agreement or consulting with the NVCC Payroll Department.
3. If you make a change to your existing Direct Deposit, it will cause you to receive an actual pay check for two pay periods before the deposit to the new bank takes effect.
4. If you are paid at more than one of the college payrolls, a separate Direct Deposit Authorization Agreement is required for each payroll to be Direct Deposited.

I have read and understood this form: _____
Employee signature _____ DATE _____

Payroll use only	
Bank Code _____	Pay Period end Date ____/____/____ Direct Deposit Start Date ____/____/____