

NVCC Direct Deposit Policy

Due to multiple phishing scams, effective 4/23/19, NVCC Payroll Department will only process hard copy requests to change direct deposit accounts that are received on the NVCC Direct Deposit Authorization form that is posted on the HR/Payroll web page of the NVCC web site. Completed forms must be returned to Payroll, Room K707/708. Employees should drop them off in person. If that is not possible, it can be mailed via USPS or via interoffice mail. If mailed, the appropriate Payroll staff member will email the employee on their College email account to confirm. The request will not be processed until the employee responds in the affirmative from their college email account. Under no circumstances will a direct deposit be changed via email.