

(Please attach voided check(s) here)

PLEASE REVIEW THE UPDATED DIRECTIONS ON BACK BEFORE PROCEEDING

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

Company Name: Joliet Junior College District #525
Company ID Number: 36-2638684

I hereby authorize Joliet Junior College District #525 hereinafter called COMPANY to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my banks accounts indicated below and the depository names below hereinafter called DEPOSITORY to credit and/or debit the same to such account.

PLEASE VERIFY YOUR SAVING & CHECKING ACCOUNT ABA NUMBERS FOR ACCURACY.

1. Complete the following if you would like your direct deposit credited to one account.

Checking Account Savings Account

DEPOSITORY NAME _____ CITY _____ STATE _____

TRANSIT/ABA NO. _____ ACCOUNT NO. _____

2. Complete the following if you would like your direct deposit split and credited to two separate accounts.

Checking Account Savings Account

DEPOSITORY NAME _____ CITY _____ STATE _____

TRANSIT/ABA NO. _____ ACCOUNT NO. _____

AMOUNT TO BE CREDITED TO ABOVE ACCOUNT \$ _____.

PLEASE DEPOSIT THE REMAINDER OF MY PAY INTO THE FOLLOWING ACCOUNT.

Checking Account Savings Account

DEPOSITORY NAME _____ CITY _____ STATE _____

TRANSIT/ABA NO. _____ ACCOUNT NO. _____

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination at such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME _____ SOCIAL SECURITY # _____

DATE _____ SIGNATURE _____

BY COMPLETING THIS FORM YOU WILL AUTOMATICALLY BE ABLE TO VIEW YOUR DIRECT DEPOSIT INFORMATION ON LINE VIA E-RESOURCES AT www.jjc.edu.

**FOR PAYROLL USE ONLY: ENTERED FLAG INTO SYSTEM _____ E-RESOURCES DIRECTIONS SENT _____



Joliet Junior College

Direct Deposit Instructions

- **Complete Section 1 for direct deposit of your net check into one account. Complete Section 2 if you would like your direct deposit split and credited to two separate accounts.**
- **Attach a voided check or checks to this form depending on if you are having your deposit split into two separate checking accounts OR call your financial institution for savings accounts to verify your bank ABA number. Please do not submit a deposit slip.**
- **Return the agreement to the payroll office A-3022.**

You will have access to view your direct deposits in e-Resources one pay period AFTER your request is received. One pay period is needed to complete the pre-notification process.

Please follow the attached directions to access your advice on e-Resources.

If you would like to change financial institutions or an account number, you must fill in a new authorization and attach new voided check/checks.

This agreement will be in effect until the payroll office receives written notice stating otherwise.

If you have any questions, please call (815) 280-2426 or (815) 280-2333.

Thank you.



[Apply Now](#) | [Class Schedule](#) | [Contact Us](#) | [FAQ](#) |



Step 1, go to eResources

ABOUT | ACADEMICS | ADMISSIONS | SERVICES FOR STUDENTS | STUDENT LIFE



Step 2, Log-In

[LOG IN](#)

[MAIN MENU](#)

[CONTACT US](#)

Welcome Guest!

eResources gives students, staff, and the community access to our databases.

If you have not logged in, only guest menu items are available. Please login to access student, faculty and employee menu items.

[QI/USERNAME/PASSWORD HELP](#)

[EXPRESS STUDENT CLASS SCHEDULE](#)

Non-credit/Lifelong Learning Student Registration

Prospective Students

Students

main menu



[LOG IN](#)

[MAIN MENU](#)

[CONTACT US](#)

Welcome Guest!

Step 3, enter email username and password. Log In

Username:

Password:

SUBMIT



College Resources

[LOG OUT](#)

[MAIN MENU](#)

[CONTACT US](#)

Step 4, select Employees

Menu

Items are available. Faculty and employee

Non-credit/Lifelong Learning Student Registration

Prospective Students

Students

Faculty

Employees

Advisors

main menu

The following links may display confidential information:

User Account **Communication**

[General/Freq Asked Questions](#) [My Documents](#)
[Technical/Freq Asked Question](#)
[E/Username/Password Help](#)
[Return to JJC Home](#)

Employee Profile

[Position Summary](#)
[Leave Plan Summary](#)
[My Stipends](#)
[Pay Advices](#)

Step 5, select Pay Advices

Pay Advices

If you are missing pay advices from prior years, please contact your payroll office for assistance.

Select Other Year

Step 6, select the current Pay Period Date.
(or any other date you wish)

Current Year

-
-
-

SUBMIT

CURRENT	GROSS	TAXES	DEDUCTIONS	NET	EARNED VAC	USED VAC	BALANCE VAC	EARNED OTHER	USED OTHER	BALANCE OTHER
Y.T.D.	3,410.62				0.00	0.00	384.00	0.00	0.00	2,867.52

Joliet Junior College
 1215 Houbolt Road
 Joliet, IL 60431

Date List Var 1

Step 7, you can view and/or print the Advice information. Printing is done via the browser.

PAY THIS AMOUNT

PAY ***** FOUR HUNDRED FORTY-FOUR AND 41/100*****

MAIL LABEL **MAIL ADDRESS** **NON-NEGOTIABLE**

CLOSE WINDOW