

(Please attach voided check(s) here)

Revised 7-20-09

**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](http://www.jjc.edu).**

**IF YOU WISH TO HAVE A PAPER ADVICE PRINTED AND MAILED TO YOU PLEASE CHECK HERE \_\_\_\_\_**

J.J.C. E-MAIL ADDRESS \_\_\_\_\_

\*\*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 J-1052.**

**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.**

**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.**