San Jose Evergreen Community College District
Payroll Department
40 S. Market Street, San Jose CA 95113
Direct: 408/270-6412

Direct Deposit Authorization Agreement ☐ Add ☐ Cancel ☐ Change

I hereby authorize San Jose Evergreen Community College District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) as indicated below and the depositary named below, to credit and debit the same entries to such account. This authorization for debit entries and adjustments shall not apply to compensation earned under District's collective bargaining agreement with the Faculty Association, AFT6157, except when the employee's service is terminated, or he/she will be in an unpaid status.

If two accounts are designated, a flat dollar amount must be assigned for Account #2. Any remaining balance will be deposited into the primary account, reflecting a pay total of 100%.

Name: _____

Address: _____

City, State and Zip Code: _____

Employee #: _____

Telephone: ( ) _____

Signature: _____ Date: _____

Account #1 ☐ Checking ☐ Savings (Check only one)

Financial Institution: _____

Address: _____

City, State and Zip Code: _____

Telephone: ( ) _____

Account Number: _____

Bank Transit Number: _____

Account #2 ☐ Checking ☐ Savings (Check only one)

Financial Institution: _____

Address: _____

City, State and Zip Code: _____

Telephone: ( ) _____

Account Number: _____

Bank Transit Number: _____

Dollar Amount: $ _____

Please submit completed form along with supporting documentation from your financial institution to DO-Payroll@sjeccd.edu. The document must include your Name, Routing Number, and Account Number.