Direct Deposit Authorization

☐ New or Change
☐ Cancel

Campus_____ Academic_____ Classified_____ Tuition_____

Name:	**Social Security No:**
North Orange County Community College District	**Work Telephone:**
Bank/Credit Union/Savings & Loan Address:	**Bank Credit Union/Savings & Loan Telephone:**

Deposit Into:

☐ **Checking** _____
Account Number

☐ **Savings** _____
Account Number

Bank Transit Number - Have Financial Institution Complete

I hereby authorize the above named District and the Orange County Department of Education (OCDE) and/or their agents to initiate electronic deposits and/ as necessary, debit corrections to previous deposits, to the above account.

- I must submit a new authorization form if I change my account (name, branch, etc);
- Any discrepancy in my name or social security number will void this authorization;
- Any overpayments will be deducted on the next payroll. If employee is no longer employed, the overpayment must be made directly to the District within five working days;
- There will be a minimum five day waiting period before a revolving check is issued.

I agree to hold harmless and indemnify the governing board, the School District, their officers and employees, and the Superintendent of Schools of the County of Orange and his employees, from every claim and demand, of whatever nature, including those based upon negligence of the governing board, the District, their officers and employees, and the Superintendent of Schools of the County of Orange and his employees, for failure or delay in making deposits and/or corrections to deposits as herein authorized.

This authorization replaces any previously made by me and will remain in effect until changed or canceled by my submission of a new Direct Deposit Authorization form.

Signature_____ ***Date***_____

Attached Voided Blank Check Here

(Or copy of check - no deposit slips)

Jane A. Doe
1000 Main Street
Anywhere USA 10001 _____2003

Pay to the Order of_____ $_____

_____Dollars

Memo_____ _____

:256000649: 0302 0032178 0611

Transit No. Account No. Check No.

Area Below For District Use Only

Financial Institution Routing No.										
I:										I:

Employee Deposit Account Number																	