

California Institute of Technology

To: SFP Students Being Paid via Caltech Payroll System
From: Carol Casey, SFP
Subject: Automated Payroll Direct Deposit

For your added convenience, SFP students being paid via the Caltech payroll system are eligible to participate in the Automated Payroll Direct Deposit system. Employees who have a savings or checking account with almost any bank or financial institution in the United States are eligible to participate. (Note that direct deposit arrangements cannot be made with international banks or financial institutions.)

When you choose to participate in the direct deposit program, your pay will automatically be credited each payday to your personal checking or savings account. In lieu of a paycheck, you will receive an earnings statement which reflects the same information that would have been shown on your paycheck stub.

You may send your direct deposit to more than one banking institution. If you desire, your net check can be split between a checking and saving account. Please complete and sign separate authorization agreements for each banking account that you wish to have your net check deposited.

To authorize automatic deposit of your pay, please fill out the enclosed Caltech Direct Deposit Authorization Agreement form and attach a voided blank check (not a deposit slip) from your checking account. Attaching the voided check will ensure that the Record Services department in Human Resources has all the information required to automatically credit your existing bank account. Automated deposits should begin with the next pay period after your request has been processed.

Please submit the signed Caltech Direct Deposit Authorization Agreement and voided blank check to Student-Faculty Programs, Mail Code 330-87, Caltech, Pasadena, CA 91125. **In order to have direct deposit in effect for your first paycheck on June 29, SFP must receive your direct deposit form by May 27.** If we receive it after that date, we cannot guarantee that your first payment will be directly deposited.

Any changes of banking institutions or account numbers must be reported by completing a new request and submitting it to Student-Faculty Programs, M/C 330-87, prior to the end of the pay period. When changing bank accounts, please keep your old account open until your check has been electronically deposited in your new account.

California Institute of Technology
Direct Deposit Authorization Agreement

I hereby authorize California Institute of Technology (Caltech) to initiate all applicable payroll related entries to my account as indicated below.

This authority is to remain in full force and effect until Caltech has received written notification from me on its termination in such time and manner as to afford Caltech a reasonable time to act on the requested change(s).

Name (print): _____ Caltech UID: _____ Campus Ext.: _____

Bank Name: _____ City: _____ State: _____ Zip: _____

Branch: _____ Branch Phone No.: _____

Routing/Transit Number: _____ Account Number: _____

Deposit net paycheck? Yes No If no, indicate amount to be deposited: \$ _____

Authorization Signature: _____ Date: _____

Checking Account:

Instructions for Checking
Attached a blank check from your checkbook here. Write "VOID" on the face of the check.

John Q. Public
123 Main Street
Your Town, USA 12345-8789

Pay to the order of _____

_____ DOLLARS

Memo _____

000007891 623456789 0101

Routing/Transit Number Account Number

Savings Account:

Instructions for Saving
Attach a savings account deposit slip here if it is available.