I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorize Southern Crescent Technical College (SCTC) to deposit my net pay directly into my bank account. SCTC is also authorized to adjust any over/under deposit that it has caused to be made to my account. I recognize that the deposit of my net pay shall be made by electronic means. Further, I acknowledge that the responsibility of SCTC to provide me my net pay shall be satisfied by the department’s correct credit entry in accordance with the automatic deposit services agreement between SCTC and the BB&T Bank.

IMPORTANT:

Are you currently employed at another State agency that utilizes PeopleSoft?  **YES  NO**

If yes, your primary PeopleSoft employer will handle your direct deposit record.

SCTC is authorized to deposit the net amount of your check into the bank account listed below effective the next available pay period.

\_\_\_\_\_ **Checking Account (**Attach a ***voided check)***

\_\_\_\_\_ **Savings Account (**Attach a ***voided deposit slip or other documentation)***

By signing this authorization for *Automatic Deposit of Net Pay*, I understand that certain checks will not be automatically deposited into my account:

* Direct deposit requires pre-notification. Once your automatic deposit is established your banking institution receive a test notification. This step is required to ensure that your funds are being sent to the proper account.
* If you change your bank and/or bank account, the pre-notification process will be required. As a result, the first check after the changes are made may not be direct deposited.
* If you resign or transfer to another agency, your final paycheck and any paid annual leave will not be direct deposited.
* If you are placed on leave without pay for a portion of the pay period, your check may not be direct deposited.

Name: (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last 4 of SSN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You may go to [www.team.georgia.gov](http://www.team.georgia.gov) to view your paycheck data and paycheck stub.

**Attach Voided Check or Savings Deposit ticket here**

**(Employee’s legal name must be on the account)**