

PAYROLL DISPOSITION FORM
EFT AUTHORIZATION FORM

NAME: _____

COLLEAGUE ID NUMBER: _____

EMPLOYMENT PAY TYPE: <input type="checkbox"/> Academic Contract <input type="checkbox"/> Classified Contract <input type="checkbox"/> Academic Hourly/Adjunct <input type="checkbox"/> Short Term Worker/Student
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REQUEST TYPE: New Authorization Update Authorization

I HEREBY REQUEST THAT MY PAYROLL WARRANT BE:

- MAILED TO ADDRESS ON FILE** (sign Waiver on reverse) **PICKED UP FROM PAYROLL OFFICE**
- ELECTRONICALLY TRANSFERRED TO MY BANK** (attach voided check or provide bank information below)

Bank Name: _____

Amount: Total Net Pay or \$ _____ or Cancel

Account # _____ Bank's 9-digit Routing # _____

Account Type: Checking Savings

Bank Name: _____

Amount: Remaining Balance or \$ _____ or Cancel

Account # _____ Bank's 9-digit Routing # _____

Account Type: Checking Savings

Bank Name: _____

Amount: Remaining Balance or \$ _____ or Cancel

Account # _____ Bank's 9-digit Routing # _____

Account Type: Checking Savings

ELECTRONIC FUND TRANSFER TAKES EFFECT ONLY AFTER A SUCCESSFUL PRENOTE TEST HAS OCCURRED THROUGH THE BANKING SYSTEM. TYPICALLY, THE NEXT PAY PERIOD.

I, _____ shall hold harmless and indemnify Chaffey Community College District herein after referred to as District, and its officers and employees from any claim or demand of whatever nature of the District and its officers and employees, brought by any person, including any banking institution against the District in its capacity as an employer concerning the Payroll Warrant Disposition provided by the District.

I hereby authorize the District to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above. I also authorize the Depository Credit Union/Bank named above, to credit and/or debit the same to such account. The request completed above is for the monthly disposition of my pay warrant from the first payroll after the date this form is signed until rescinded in writing.

Signature: _____

Date: _____

FOR BUSINESS OFFICE USE ONLY:

Prenote payroll date: _____

EFT date: _____