

## MEMORANDUM

TO: All Full-Time and Part-Time Employees

FROM: Division of Human Resources

SUBJECT: PAYROLL DIRECT DEPOSIT

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Miami Dade College is an institution that pays employees through the Direct Deposit/Payroll Program. Your payroll checks may be deposited to either your checking or savings account. Your bank must be a member of the National Automatic Clearing House Association. Although most banks are members, contact your bank to ensure its membership. Direct Deposit offers many advantages. It eliminates time and cost involved in check depositing; it makes your payroll funds available to you as fast as possible and eliminates the threat of lost or stolen payroll checks.

Complete the MDC Payroll Authorization Form and submit to Human Resources, Employee Services. In order to ensure the accuracy of your bank and account numbers, you must attach one of the following:

- A voided sample check which contains your name, bank, and account numbers
- A copy of the part of your bank statement which contains your name, bank, and account numbers
- A completed form by your bank which includes your name, bank, and account numbers

The National Automatic Clearing House requires a testing procedure to be followed for each individual enrolled to ensure the accuracy of the bank and account number. Therefore, from the time your Payroll authorization reaches Human Resources, it will take a minimum of two pay cycles or up to six weeks for your direct deposit request to be implemented.

In addition, if you wish to change your direct deposit bank account, you must first send the completed MDC Direct Deposit Termination Form. This will authorize the Payroll Services Department to terminate your current direct deposit bank account. Then follow the same Direct Deposit procedure as above, to process your new Direct Deposit bank account information. Again, it may take at least two pay cycles or up to six weeks before your request is implemented.

The Direct Deposit forms are available at:

<http://www.mdc.edu/hr/OnlineForms/Benefits/directdeposit.pdf>

<http://www.mdc.edu/hr/OnlineForms/Benefits/DirectDepositTerminationForm.pdf>

You may contact your [Campus Liaisons](#) regarding form completion questions or Payroll Services at x72751.