

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2670

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PROCEDURE TITLE: Direct Deposit

STATUTORY REFERENCE: Florida Statutes 1001.64 and 112.08

BASED ON POLICY: II-80 All Full-Time Personnel: Benefit Plans

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: March 9, 2010


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I. PURPOSE

To provide College personnel with information regarding Direct Deposit Program requirements for employees.

II. PROCEDURE

1. Miami Dade College is an institution that pays employees through Direct Deposit.
2. To complete the direct deposit process, employees must:
 - i. Have either a checking or savings account with a financial institution that is a member of the National Automatic Clearing House Association (NACHA), e.g. South Florida Educational Federal Credit Union.
 - ii. Complete the Direct Deposit Form, which is available on www.mdc.edu/hr/benefits/onlineforms and forward the form to the Payroll and Benefits Accounting Department.
3. Arrangements for establishing and/or changing direct deposit accounts are the sole responsibility of the employee, for which the College can not be held liable.

	3/09/10
PRESIDENT	DATE