



Human Resources Office  
800 College Avenue  
530-938-5317  
Weed, CA 96094

## **AUTHORIZATION FOR DIRECT DEPOSIT**

*Direct Deposit Option Available for: Permanent Employees and Adjunct Instructors (except short-term or substitute assignments)*

Employee Name: \_\_\_\_\_ COS Identification #: S \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Day-Time Phone: \_\_\_\_\_

Please select from one of the Siskiyou County banks listed below and provide requested account information:

<input type="checkbox"/> Bank of America <input type="checkbox"/> Chase <input type="checkbox"/> Premier West	<input type="checkbox"/> Scott Valley Bank <input type="checkbox"/> Siskiyou Central Credit Union	<input type="checkbox"/> Tri Counties Bank <input type="checkbox"/> US Bank
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ABA Routing Number: \_\_\_\_\_ Checking Account Number: \_\_\_\_\_

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Paymaster, College of the Siskiyous:

I hereby authorize Siskiyou Joint Community College District to deposit monthly payroll to the above account held in my name at \_\_\_\_\_ Bank/Credit Union.  
(Name of Bank/Credit Union)

In the event that the Employer should make a payroll deposit that the Employer at a later time determines the Employee is not entitled to, the paymaster agrees that the Employer's sole recourse for recovery of this overpayment will be from the Employee, and that the financial institution shall not in any way be responsible to the Employer for such overpayment.

Effective Date of Direct Deposit: \_\_\_\_\_

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

***Forms received after the 10<sup>th</sup> of the month will be processed with the following month's payroll.***

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**ATTACH VOIDED CHECK BELOW** (Deposit slips not accepted.):