



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
Office of Human Resource Services
DIRECT DEPOSIT FORM



Direct deposit requests will be verified first through a pre-note process with the financial institution to confirm the account information that you have provided is valid. Once your request is pre-noted, your direct deposit will be effective the following month.

If you choose to split salary between more than one financial institution your direct deposit must equal 100% of your net pay.

1. Attach a voided check. If you do not have either, contact your financial institution for the following information:

Account #1

Financial Institution: _____ Amount/Balance \$ _____
(Indicate the word "Balance")

Routing number: _____

Account number: _____

_____ Checking
_____ Savings

Account #2

Financial Institution: _____ Amount/Balance \$ _____
(Indicate the word "Balance")

Routing number: _____

Account number: _____

_____ Checking
_____ Savings

Account #3

Financial Institution: _____ Amount/All \$ _____
(Indicate the word "ALL" if net pay is unknown)

Routing number: _____

Account number: _____

_____ Checking
_____ Savings

2. A voucher of your salary warrant will be sent to your mailing address.

3. **SIGN BELOW and return this form to: District Office, Payroll Dept, 5020 Franklin Drive, Pleasanton, CA 94588**

Print Name

Social Security Number

Position Title

Division/Office/Area Assigned

Signature

Date