



1189 Deepstep Road
Sandersville, GA 31082

Authorization Agreement for Automatic Deposit of Net Pay

SECTION I (Must be completed for all sections)

Name of Employee _____

Social Security Number _____

Type of Action: () Enrollment () Re-enrollment () Change () Discontinue Enrollment

SECTION II (Must be completed for enrollment, re-enrollment, or change)

I authorize the Technical College System of Georgia to deposit my Net Pay directly into my bank:

() Checking Account

() Savings Account

Name of Bank _____

Branch Phone Number _____

***** Attach a VOIDED CHECK with account number circled to this form*****

CONDITIONS

If I change banks or my banking account, or if I choose to discontinue Automatic Deposit of Net Pay, I understand that I am responsible for submitting written notification of the change to Oconee Fall Line Technical College Personnel Department.

I further authorize Oconee Fall Line Technical College to adjust any over/under deposit which it has caused to be made to my account.

I recognize that deposit of my net pay shall be made by electronic means. Further, I acknowledge that the responsibility of Oconee Fall Line Technical College to provide my regular net pay shall be satisfied by the College providing a correct credit entry in accordance with the automatic deposit agreement between Oconee Fall Line Technical College and Citizens Bank of Washington County.

I understand that my participation in the Automatic Deposit of Net Pay program subject to the conditions listed on the reverse side of this form.

Employee Signature

Date

SECTION III (Must be completed to discontinue enrollment)

I desire to discontinue participation in the automatic Deposit of Net Pay program effective immediately.

Employee Signature

Date

Terms and Conditions of Direct Deposit

1. The Automatic Deposit of Net Pay Program is mandatory for all employees of Oconee Fall Line Technical College.
2. Deposit of pay may be made to either a checking or a savings account. However, the deposit will only be made to one account.
3. Enrollment and re-enrollment eligibility:
 - The employee must have a personal account in a bank participating in the Federal Reserve System program for electronic deposit.
4. Enrollment will be discontinued if:
 - The employee is placed in a non-pay status for any reason.
5. An employee who has been discontinued from enrollment shall not be reinstated in the program until the employee again meets enrollment requirements.
6. There are certain checks which will not be automatically deposited to an employee's account, but will be delivered to the employee. These checks are:
 - The first check following enrollment of an eligible employee.
 - The first check following any change in an employee's bank account including a change of banks.
 - The last salary check and any terminal pay due an employee upon termination of employment. This includes transfer to another State agency.
 - All checks that are produced during the off-cycle period.
 - Any salary check that is not produced at least four (4) regular work days prior to the pay date. (Note: Checks are scheduled to be produced four work days prior to the pay date. This provision will normally apply if the computer program for production of checks is inoperative on that date)
7. Employee enrollment in the Automatic Deposit of Net Pay Program is administered by Oconee Fall Line Technical College HR Department. Completed authorization agreement forms should be forwarded to the HR Department by employee or the unit supervisor.
8. Transfer of funds between banks, as authorized by enrollment in this program, is administered by the Payroll Department. Each employee participating in this program will continue to receive a pay voucher (stub) for each pay period.
9. Prepare in duplicate. Submit original to Personnel Department. Retain a copy for employee file.