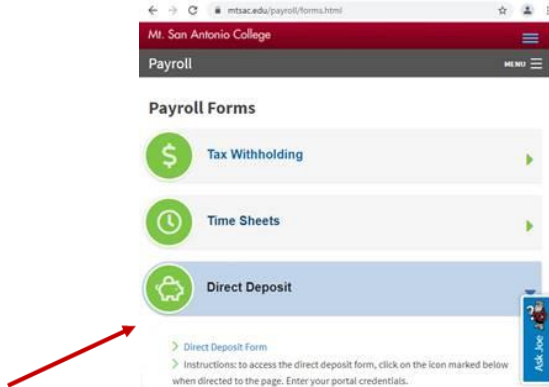


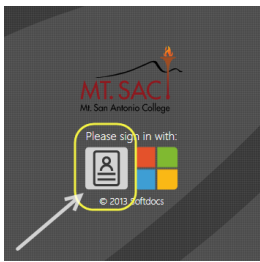
Online Direct Deposit Submission

Once you have been processed by Human Resources and have a Banner (A#) identification number, go to <https://www.mtsac.edu/payroll/forms.html>. Follow instructions as notated below. If you have any questions, please contact your Payroll representative (<https://www.mtsac.edu/fiscal/staff.html#payroll>).

Step 1: Click link for Direct Deposit Form.



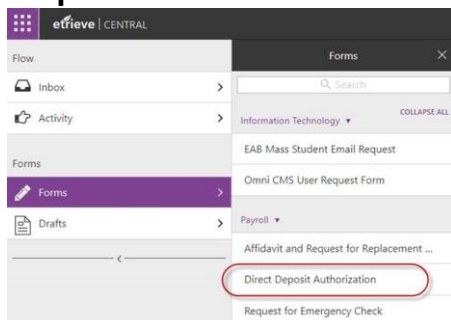
Step 2: Click on the circled image to sign in.



Step 3: Sign in with your Mt SAC log in.


A screenshot of the Mt. SAC login form. The form has a dark red header with the college logo. Below the header, there is a section titled 'Sign in to your account'. It contains two input fields: 'Username' and 'Password'. Below the input fields is a black button with the text 'SIGN IN'. At the bottom of the form, there are several links: 'Forgot Password', 'Forgot Username', '1st Time Users (Claim Account)', 'Change Your Password', and 'Having Trouble Logging in?'.

Step 4: Click on "Forms" then "Direct Deposit Authorization".



Step 5: Fill out information.

- a) New Request – If setting up for the first time.
- b) Changed Information – If changing account information such as adding, cancelling or replacing another account with one already in place.
- c) Cancel Direct Deposit – If completely cancelling and not providing a replacement account.



Direct Deposit
Authorization

Step 1 - Request Information

Select Requestor Type Type of Request

Step 2 - Employee's

Employee/Student Name

Employee/Student Email

Is your mailing address correct in the section above?

Daytime Phone

Step 6: Click to authorize the college to send funds to your account.

Authorization

1. I authorize Mt. San Antonio College to direct deposit funds to my account in the financial institution as indicated in Step 3 below. If funds to which I am not entitled are deposited in my account, I authorize the College to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by the College at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to the College for distribution. This will delay my payment.

2. This authorization remains in effect until the College receives written notification of change or cancellation from you or your financial institution OR 18 months has elapsed since the date you were last paid by the College.

3. The College reserves the right to recall or adjust any deposits improperly created and deposited to my account.

4. I will hold the College harmless for any liability to pay charges for insufficient fund transactions that result from failure within the Automated Clearing House network to correctly and timely deposit monies into my account.

Disclosure Statement

The first time a Payroll payment is processed it must go through a "pre-note" or "test run" to our bank. Therefore, your first payment after requesting direct deposit may be a check. The pre-note allows our bank the opportunity to notify us if there is a problem with the banking information that we entered. The pre-note period must occur with Accounts Payable/Student Accounts checks as well. If the pre-note does not occur on the Accounts Payable system before the processing of a check, then the first payment processed from Accounts Payable may be a check as well with all subsequent payments being directly deposited.

As the account holder, I authorize, by submitting below, credits to be made to my bank account(s) listed.

Step 7: Provide account information. Choose "Percentage" if only one account listed and enter 100%. Provide additional comments to clarify changes and click submit.

Step 3 - Required Bank Information

You must verify that your bank is a member of an Automated Clearing House (ACH). Failure to do so could delay the processing of your payment.

Bank Information

Bank Routing Number Bank Account Number

Bank Name Choose One

Checking or Savings Account?

Comments for Payroll Representative

Submit
 Attachments
 Download
 Print