



AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

PENSACOLA JUNIOR COLLEGE - HUMAN RESOURCES OFFICE
1000 COLLEGE BLVD., PENSACOLA, FL 32504
PHONE: 850-484-1799 FAX: 850-484-1711

I HEARBY AUTHORIZE PENSACOLA JUNIOR COLLEGE TO INITIATE CREDIT ENTRIES AND TO INITIATE, IF NECESSARY, DEBIT ENTRIES AND ADJUSTMENTS FOR ANY CREDIT ENTRIES IN ERROR TO MY:

TYPE OF ACCOUNT: CHECKING ACCOUNT SAVINGS ACCOUNT

TYPE OF REQUEST: NEW SET-UP CHANGE CANCELLATION

NAME OF BANK/CREDIT UNION _____

BRANCH # _____ CITY _____ STATE _____ ZIP _____

TRANSIT/ABA # _____ ACCOUNT # _____ BANK PHONE # _____

VOIDED CHECK OR DIRECT DEPOSIT ENROLLMENT SLIP MUST BE ATTACHED (except for cancellations)

This authority is to remain in full force and effect until Pensacola Junior College has received written notification from me of its termination in such time and in such manner as to afford Pensacola Junior College and the financial institution a reasonable opportunity to act on it.

EMPLOYMENT STATUS: FULL-TIME ADJUNCT STUDENT

EMPLOYEE NAME: _____ EMPLOYEE ID # _____

DEPARTMENT: _____ EMPLOYEE PHONE # _____

Note: In an effort to expedite the efficient processing of your direct deposit request, the direct deposit is set up as a pre-note. This allows PJC and the financial institution the opportunity to ensure that all information is transmitted accurately. Therefore a hard copy (paper) check is issued for the pay period following the direct deposit set-up or change.

____ I acknowledge that my first pay-check will be a paper check that has to be picked up from the Bursar's office on any of our three campuses. Please indicate which location you prefer.

First Check pick up location: PENSACOLA MILTON WARRINGTON

SIGNATURE: _____ DATE: _____