

To have your paycheck direct deposited, complete the information below. Return to **Human Resources, Paris Junior College, 2400 Clarksville St, Paris TX 75460** before the 20th of the month. Forms received after the 20th of the month will be effective on the next payroll date unless you specify a date to begin direct deposit. You will be able to look at and print your pay stub on MyPJC portal.

**PARIS JUNIOR COLLEGE
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)**

I (we) hereby authorize PARIS JUNIOR COLLEGE hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Employee ID # _____

Employee Name _____

Employee Signature _____

Phone # _____ Date _____

Depository Bank Name _____

Transit/Routing Number _____

Account Number _____

Checking account _____ Savings account _____ (check one)

Name(s) on Account _____

This authorization is to remain in full force and effect until Paris Junior College has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY AND DEPOSITORY a reasonable opportunity to act on it.