**Setting up Your Direct Deposit “Paycheck”**

**Direct Deposit makes getting paid easy!**

Setting up a direct deposit “paycheck” is easy when you:

1. Obtain a Direct Deposit Authorization Card from your college or district payroll office.
2. Make sure all required information is completed on both sides of the authorization card.
3. Write the Bank Transit / ABA and your account number or attach a voided check.
4. Forward the card to the District Office, 770 Wilshire Blvd., Los Angeles, CA 90017 by Courier or U.S. Mail.

**LACCD Direct Deposit Authorization Card**

- **Please Print Legibly, Fill Out Both Sides Completely**

<table>
<thead>
<tr>
<th>Employee Number</th>
<th>First Name</th>
<th>Last Name</th>
<th>Bank Transit / ABA #</th>
<th>Account Number</th>
<th>Checkmark</th>
</tr>
</thead>
</table>

**DIRECT DEPOSIT NOTES**

- You may set up one to five direct deposits.
- Funds may be deposited to any bank or credit union on the Automated Clearing House (ACH) list.

**SELECT ONE OPTION PER CARD**

1. **Cancel** an existing Direct Deposit.
2. **Start** a new Direct Deposit.
3. **Deposit** your entire pay

**Account Type**

- [ ] Checking
- [ ] Savings

**Direct Deposit Options** *(Select one per authorization card)*

- Check One Per Card
  - [ ] Cancel Direct Deposit
  - Bank Name
  - Account No.

- [ ] Deposit a fixed amount of $$(Secondary Account or Bank)$$

- [ ] Deposit net pay (Main Bank)