

## **Your Paycheck Can Now Be Direct Deposited**

### **What is Direct Deposit?**

Direct Deposit is a program that allows for the automatic deposit of your net earnings into the financial institution of your choice.

### **Who is Eligible to Enroll?**

All staff, faculty, and student employees are eligible to enroll except: Special Consultants, one-time payees and special payees.

### **Why Enroll in Direct Deposit?**

- Increased convenience by reducing the number of trips to your financial institution;
- Avoid frustration caused by delays and long lines at your financial institution;
- Enjoy a sense of security knowing that paycheck cannot be lost, stolen, or forged;
- Convenience, convenience, convenience!

### **What Do I Need to Enroll in Direct Deposit?**

You will need your institution's routing number (usually a 9 digit number) and the checking/savings account number located at the bottom of your check as well as the bank address. Contact your financial institution to verify this information.

### **What if I Work Multiple Jobs?**

Once enrolled in direct deposit all of your wages will be transmitted through direct deposit.

### **How Long Does it Take?**

It takes approximately **45 to 60 days** after the form is received at the State Controller's Office in Sacramento to activate direct deposit.

### **How do I Sign up for Direct Deposit?**

To enroll, complete a