

**LCTCS Centralized Payroll
Direct Deposit Enrollment Authorization – Secondary Account**

Employee ID _____

VPDI/Institution Code _____

Action Type (one)

/ /NEW

/ /CHANGE

/ /TERMINATE THIS OPTION

SECONDARY ACCOUNT INFORMATION – MAIN BANK
DEPOSIT AMOUNT TO THIS ACCOUNT WILL BE EQUAL TO THE DOLLAR AMOUNT SPECIFIED BELOW OR THE PERCENTAGE OF NET PAY SPECIFIED BELOW.

<i>FINANCIAL INSTITUTION NAME</i>	<i>FINANCIAL INSTITUTION ROUTING (ABA) NUMBER (Bank Key)</i>
<i>BANK ACCOUNT NUMBER</i>	<i>ACCOUNT NAME (Ex: Mr. and Mrs. John Doe, John or Jane Doe, John Doe)</i>
<i>ACCOUNT TYPE (one) (Bank Control Key)</i> / / *CHECKING (provide voided check or account verification) / / *SAVINGS (obtain account # & ABA # from financial institution)	* Account verification or completion of enrollment form by financial institution will assure the accuracy of account data: Signature from Institution: _____ Phone Number: _____
PERCENT OF NET TO THIS ACCT _____ (Print full name)	OR FIXED DOLLAR AMOUNT TO THIS ACCOUNT _____

I, _____, authorize and request the Louisiana Community & Technical College centralized payroll to direct my net pay check to the account at the financial institution I designated above.

For any funds paid to me which are not due and owing to me, through a pre-note paper check or through direct deposit, I hereby agree and authorize my appointing authority (employer) to adjust the amount next due to me to correct the overpayment, or to recover amount overpaid by reducing my future payroll checks so that the overpayment will be repaid or recouped within a reasonable number of months [not to exceed 12 months].

It is my responsibility to notify Human Resources, as appropriate, should any changes occur to account specified. Considering all above conditions are met, this authorization remains in full effect until a written, signed notification to terminate, or another signed form (LCTCSPR20) indicating termination of this option is received from me and the Louisiana Community & Technical College System Centralized Payroll has had reasonable opportunity to act on the termination.

Signature

Date

Phone where you can be reached between 8:00 a.m. and 4:30p.m.

***Institution requirements may vary. Contact your human resources representative if you have questions.**
/ / CHECK HERE IF ADDITIONAL ACCOUNT FORMS ARE ATTACHED