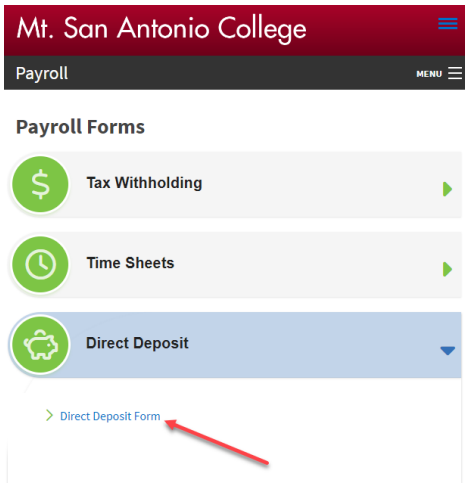


Direct Deposit Authorization through Payroll Website <https://www.mtsac.edu/payroll/forms.html>

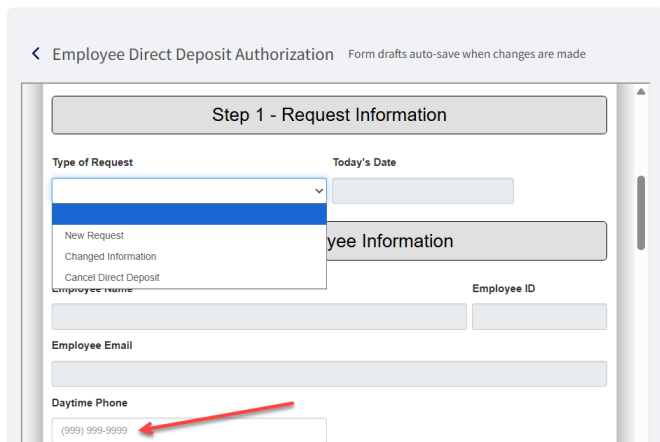
Step 1: Click link for **Direct Deposit Form** and sign in with Mt SAC log in.



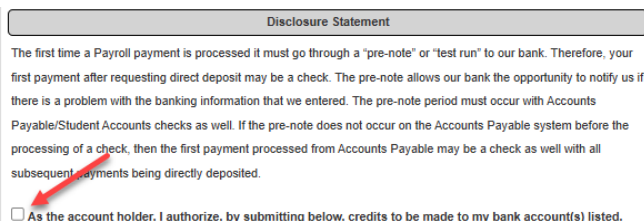
Step 2: Fill out information including phone number.

- a) **New Request** – If setting up for the first time.
- b) **Changed Information** – If changing information such as adding or replacing another account.
- c) **Cancel Direct Deposit** – If completely cancelling and not providing a replacement account.

Submissions **Forms**

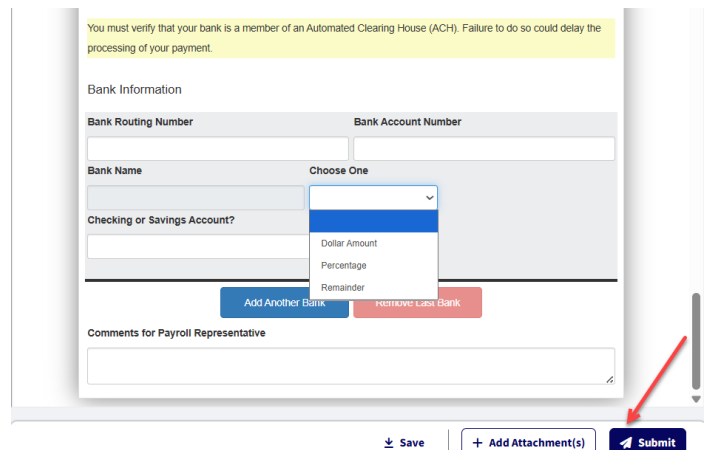


Step 3: Click box to authorize college to send funds to your account.



Step 4: Enter bank information.

- a) **Bank Routing Number:** Type in number. Pause until you can select name from drop down.
 - b) **Bank Account Number:** Type in.
 - c) **Bank Name:** **DO NOT** type in. Form will not allow. Must select from routing number drop down.
 - d) **Choose One:**
 - 1) If only one account listed: Choose Percentage and enter 100%.
 - 2) If more than one account:
 - Account 1: Choose Dollar Amount or Percentage and specify how much.
 - Account 2: Click "Add Another Bank" and choose Remainder.
- *Can have multiple (more than 2) accounts.



Step 6: Click Submit.

Step 7: Anticipate call or email from Payroll technician to set up meeting to verify ID for processing.

Important Information

Thank you for choosing direct deposit. This form is intended for active Mt. San Antonio College employees and may be used to add, update, or cancel your direct deposit information. This authorization enables the College to deposit your payroll funds directly into your designated bank account(s).

Please Note:

- Identity verification is mandatory for processing this form. A Payroll representative will reach out to arrange an appointment (in person or via Zoom). Please be prepared to present your valid driver's license.