

Human Resource Services/Payroll

Direct Deposit Form

What is direct deposit? Direct deposit is a safe and easy way to have your money deposited directly into your checking or savings account. When you use direct deposit, you allow the State of Idaho to electronically transfer money into your bank account. **All new employees at Lewis Clark State College are required to use direct deposit.**

Reasons to Use Direct Deposit

- It's convenient. You don't have to go to the bank to cash your paycheck.
- It's safe. No more lost, stolen or misplaced checks. (Did you know that nearly 4 million paychecks are lost or stolen each year?)
- It's reliable. Your money will be available the morning of the pay date and you can view your pay stub as early as Monday preceding the pay date.
- You can get your paycheck even when you are out sick or out of town – reassured that the checks you've written will clear.

Frequently Asked Questions

How do I begin using direct deposit?

Complete the direct deposit authorization form and attach a voided check from your bank.

How is money deposited into my account?

The State Controller's Office will electronically instruct your bank to credit your account for the amount owed to you on the pay date. Your bank then deposits this money into your account and charges the appropriate account at LCSC. You don't need to have an account at the same bank as LCSC.

How can I be sure my deposit was made?

To view your pay stub on line, go to www.sco.idaho.gov from any computer with internet access. However, your on-line pay stub is password-protected. To obtain your password, call the Payroll Office at 792.2204.

Can LCSC get confidential information about me through my bank?

No. Receiving your money by direct deposit is actually more confidential than being paid by check because fewer people are involved in the delivery and deposit of your paycheck.

AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT

Last Name: _____ First Name: _____ M.I. _____

Email: _____ Department: _____

Action: Set Up Direct Deposit () Change Existing Account ()

Type of Account: Checking () Savings ()

Name of Financial Institution: _____

Routing#: _____ Account#: _____

Signature: _____ Date: _____

I hereby authorize Lewis-Clark State College to initiate credit entries, and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the account indicated above. I also authorize the above named depository to credit and/or debit the same to my account.

Please note: New direct deposits require a pre-notification process. The pre-notification process will take six (6) business days for banks to complete the verification process. Therefore, any direct deposit changes six (6) business days before final payroll is processed will continue with direct deposit without interruption. If the direct deposit action is posted less than six (6) business days before final payroll is processed, you will receive a paper check for one (1) pay date which will be mailed to the address on file with payroll. This notification allows verification of your bank routing number, account number, and account type. Changing direct deposit accounts also requires six (6) business days notification.

For deposit into a checking account, please attach a **voided check**. For deposit into a savings account, please provide a printed statement from your bank containing your bank's routing number and your account number.

Please do not close your account without giving Lewis-Clark State College at least two week's notice.

To request a password to view your pay stubs online, call the Payroll Office at 792.2204.

To view your pay stub, go to www.sco.idaho.gov. This may be done from any computer location with internet access and may be viewed as early as the Friday before payday.