

## **PROCEDURE - EMPLOYEE AUTHORIZATION FOR DIRECT DEPOSIT (F.HR.04)**

The Direct Deposit form is used for employees to request to have their paycheck directly deposited to their checking or savings account.

- 1) Go to the forms page on the GCC website at <http://www.gcccharters.org/staff/directDeposit.pdf> and open the Direct Deposit form.
- 2) Print the form and complete the applicable sections.
- 3) Sign the form and attach a voided check (do not attach a deposit slip).
- 4) Submit the form to the GCC Human Resources. You can submit the form by:
  - a. Mailing it to GCC Human Resources, 5727 Perrin Ave., McClellan, CA 95652;
  - b. Scanning the completed form and emailing it to [jeanie.justice@twinriversusd.org](mailto:jeanie.justice@twinriversusd.org); or
  - c. Faxing the form to (916) 993-4114, Attention: Human Resources
- 5) The form is then placed in the employee's Personnel file.