



# Direct Deposit Action Instructions

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The City College of San Francisco (CCSF) Direct Deposit Authorization (DDA) form will start, change or discontinue



# Direct Deposit Action Form

**INCLUDE A VOIDED PERSONAL CHECK(S)** WITH DDA FORM FOR VERIFICATION.

FOR SAVINGS ACCOUNT(S), PLEASE VERIFY ACCOUNT AND TRANSIT ROUTING NUMBER(S) WITH YOUR FINANCIAL INSTITUTION(S). **FORMS WITH DEPOSIT SLIPS ATTACHED WILL BE REJECTED; THE BANKING CODES ARE NOT CORRECT.**

**PLEASE ATTACH A COPY OF PICTURE ID.**

(PSOR\HH ,'	&DPSXV 3KRQH
/DVW 1DPH	)LUVW 1DPH 0 ,
\$GGUHVV 1XPEHU 6WUHHW	
&LW\	6WDWH =LS &RGH
\$FWLRQ 5HTXHVWHG &KHFN6	2000W2QH &KDQJH 'LVFRQWLQXH

### DIRECT DEPOSIT #1

,IFKRRVLEDDQNR SWLSRQRYELDGNLQIR UPDQGRF% DO DDF[H 'HSRVLWRRVLRQJGGGLWDRQD  
 RSWLSRQRYELGH EDQNLQJ LQIRUPDWLRQ DQG HQWHU WKH SDUWLDO DPRXQW  
 1DPH RI )LQDQFLDO ,QVWLWXWLRQB  
 %DQN SKRQH QXPEHU BBBB 3DUWLDO \$PRXQW  
 7UDQVLW 5RXWLQJ 1XPEHU BBBB \$FFRXQW 1XPEHU BBBB

### DIRECT DEPOSIT #2

,IFKRRVLEDDQNR SWLSRQRYELDGNLQIR UPDQGRF% DO DDF[H 'HSRVLWRRVLRQJGGGLWDRQD  
 EDQNLQJ LQIRUPDWLRQ DQG HQWHU WKH SDUWLDO DPRXQW  
 1DPH RI )LQDQFLDO ,QVWLWXWLRQB  
 %DQN SKRQH QXPEHU BBBB 3DUWLDO \$PRXQW  
 7UDQVLW 5RXWLQJ 1XPEHU BBBB \$FFRXQW 1XPEHU BBBB

### DIRECT DEPOSIT #3

,IFKRRVLEDDQNR SWLSRQRYELDGNLQIR UPDQGRF% DO DDF[H 'HSRVLWRRVLRQJGGGLWDRQD  
 EDQNLQJ LQIRUPDWLRQ DQG HQWHU WKH SDUWLDO DPRXQW  
 1DPH RI )LQDQFLDO ,QVWLWXWLRQB  
 %DQN SKRQH QXPEHU BBBB 3DUWLDO \$PRXQW  
 7UDQVLW 5RXWLQJ 1XPEHU BBBB \$FFRXQW 1XPEHU BBBB

**AGREEMENT**  
 %\ VLJQLQJ EHZ ,KHUHE\ DEXOKRHLJRI WEG WUDQGLWLFW&FQGLWQHGFVVLUQ G  
 DFRUGDQFH ZLWK 1\$+\$ UXOHV UHYHUVLQJ FUGLW HQWLHV PDGH LQVUUREUWWF  
 'HSRVLW \$JUHHPHQW LV WR UHPDLQ LQ HIIHFW XQLWLLQJ F KD QJH C XRL & ZVWQV QZDQZ  
 WLPH WR HIIHFW WHUPLQDWLRQ E P\ GHDK RU OH & B Special Note: FLOW DVH FDKHHIVQ  
 'HSRVLW V DUH FKDQJHG DQG LQ HIIHFW EHIRUH FORVLQJ \RXU & DFB B SQWD XVH QW KH  
 GHOD\ EHIRUH D UHSODFHPHQW SD\PHQW FDQ EH LVVXH

(PSOR\HH VLJQDWXUHBB