DIRECT DEPOSIT

ANNE ARUNDEL COMMUNITY COLLEGE

EMPLOYEE BANKING INFORMATION

Anne Arundel Community College encourages all employees to have their paycheck electronically deposited.

BENEFITS OF DIRECT DEPOSIT:

➤ *Prompt payments:* Your pay will be deposited on or before payday

➤ *Convenience:* No special trips to the bank to deposit your check

➤ *Access to funds:* Your money is always there on payday, even when you are on vacation

➤ *Peace of mind:* No worries about mail delays, lost or stolen checks

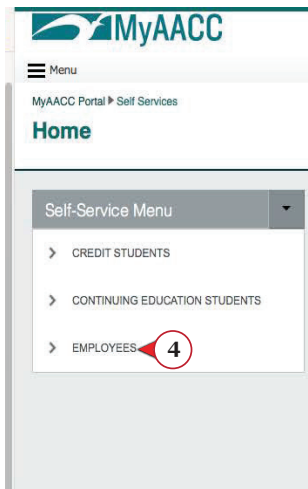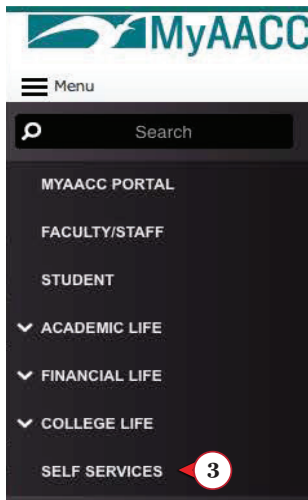Signing up for direct deposit is easy, safe, secure and environmentally friendly!

THE SELF-SERVICE BANKING INFORMATION APPLICATION ALLOWS YOU TO:

➤ Review your current direct deposit information

➤ Set up direct deposit account(s)

➤ Add multiple bank accounts to have your pay and/or reimbursements deposited

➤ Change or update the amount designated for deposit to your existing or new accounts

➤ Stop your direct deposit

Enhanced Security Feature: You will receive an email alert every time a change is initiated to your direct deposit information. This email will be sent to your aacc.edu email address. If you did not initiate this change, email **payroll@aacc.edu** or call Carrie Petersen at **410-777-2235**.

The new Self-Service Banking information application can be found under Self-Services, Employees, My Profile, New! Self-Service Banking Information. A one-page instruction summary is on the back for your convenience.

Self-Service Banking for Direct Deposit

1 Log on to MyAACC: http://www.aacc.edu

2 Select the Menu tab

3 Select the Self Services tab

4 Select Employees

5 Select My Profile

6 Select Banking Information

? Help The help button located in the upper right corner will provide information on how to:

✓ Review your current direct deposit information.
✓ Setup direct deposit account(s).
✓ Add multiple bank accounts in which to have your pay and/or reimbursements deposited.
✓ Change or update the amount designated for deposit to your existing or new accounts.
✓ Stop your direct deposit.

Important Information!

Prior to setting up your direct deposit, please have your bank's routing number and your account number(s) available. Please be sure you use your bank account number, not your debit card or credit card number. The direct deposit system will validate routing numbers but it cannot validate account numbers.

U.S. Check Sample

MEMO

⑈331674485⑈ 1456894801⑈ 3321

Routing Number   Account Number

All new direct deposits are subject to bank verification (pre-note) which can take up to 5 business days. This delay is required to ensure the new account is properly setup and able to accept the deposit.

Please be aware that, **either upon initial enrollment or reestablishment of direct deposit due to account closing,** any information that is not validated prior to payroll processing will result in a paper check.

Security Feature - You will receive an email alert every time a change is initiated to your direct deposit information. This email will be sent to your aacc.edu email address.