

Authorization Agreement for Automatic Deposits

If this is a new request for Direct Deposit, you must

1. Already have the checking or savings account set up at your financial institution
2. Find out if they accept direct deposits. Verify financial institution ABA# and your account #.
3. Notify the bank that you are going to setup direct deposit for payroll.
4. You must set up access to WTC Self-Service to view your earnings statements. (see attached information)
5. Earnings Statements (or pay stubs) do not post until your pay date.

Please check the appropriate request below:

\_\_\_\_\_ Canceling account (complete item C below).

\_\_\_\_\_ A New Account (complete items A through D below)

\_\_\_\_\_ A New Account to replace a direct deposit already set up (complete A – D)

\_\_\_\_\_ Additional direct deposit (complete A through D on a separate copy of this form)

A. Bank Name \_\_\_\_\_

B. Bank ABA# \_\_\_\_\_

C. Bank Account # \_\_\_\_\_

D. Checking \_\_\_\_\_ or Savings \_\_\_\_\_ \$ \_\_\_\_\_ if applicable.

Please return this signed agreement to the payroll department with a voided check from your checking account or verification from you bank of the ABA and account number.

\*\*\*\*\*  
\*\*Your account # will be pre-noted\* for at least one pay period cycle. Therefore, you will continue to receive a check until the pre-note process has been completed successfully. \* Pre-note refers to the process in which WTC sends a zero transaction amount to verify that the account number is valid

\*I authorize WTC and the bank listed above to deposit my net pay into my account each payday.

\*If funds to which I am not entitled are deposited to my account, I authorize WTC to direct the bank to return said funds.

\*I authorize WTC to deduct from my account/payroll check any fees incurred by the bank due to an employee error (ie-failing to notify WTC of a closed direct deposit account).

\*I acknowledge that the authorization agreement for automatic deposits form and an original voided check or verification from your bank of the ABA and account number must be received ten (10) days before the pay date to be processed with the said payroll.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Steps for accessing WTC Self-Service – For Employees Only

1. Log into WTC Self-Service [www.wiltech.edu](http://www.wiltech.edu)
2. Click on Employee Tab Link
3. Under Faculty and Staff you will see WTC Self-Service Link
4. \*Your User ID is your last name (lower case) and last 4 of your social security number
5. \*Your password is the last six digits of your social security number
6. \*Click submit
7. \*The system will prompt you to reset your password
8. \*Again enter your user ID (lowercase)
9. \*Again enter your password (as instructed on line 6)
10. \*Enter a new password using the information given on the screen (such as must have six to nine characters and a least one letter or number)
11. \*Click submit (the system should then recognize you by name)
12. Click on employee's tab
13. Under employee's tab – To view your pay stub- Click on Earnings Statements

\*New Employee Information/password reset information

If you do not know your password:

1. Call
  - Jennifer Strong (843-355-4111) [strongj@wiltech.edu](mailto:strongj@wiltech.edu)
  - Crystal Davis (843-355-4143) [davisc@wiltech.edu](mailto:davisc@wiltech.edu)
2. Your password will be reset and further instructions will be given