

POMONA COLLEGE DIRECT DEPOSIT INFORMATION

Pomona College is now offering Direct Deposit of your paychecks to Pomona Students who are working on campus. Your paychecks will automatically be deposited into your chosen bank account, either checking or savings account, on the scheduled pay date.

There are many advantages of having your paychecks direct deposited into your checking or saving account. Some of the advantages are:

- You will not need to go to the bank to cash your paycheck.
- Lost paychecks will not be an issue.
- You will not need to worry about stale dated paychecks.

If you wish to enroll in the direct deposit program you will need to fill out a direct deposit form and submit the form to the Payroll Department. You will also need to attach a voided check from your checking account. If you are setting up the direct deposit to your savings account you will need to contact your bank and have them send you the information needed for the routing number and account numbers. Once you have turned in the direct deposit form, Payroll will set up your information in the payroll system, a test file will be sent to the bank for a pre-notification process. The pre-note process takes approximately two weeks, you will receive an actual check in the mean while, that will need to be cashed at the bank. Once the direct deposit is active, you will receive a pay stub each pay date with the information regarding your earnings and deductions.

Please note, your checking or saving account must be set up in your name at your chosen bank. We can not use a bank account in your parent's name.

It is very important to notify the Payroll Department if you should happen to close your bank account. If you do not let us know the direct deposit file will be rejected and we will need to reissue your paycheck. This will cause a delay in you receiving your pay.

If you do not have a bank account there are banks with in walking distance to the college that offer free checking accounts with debit cards that maybe used in ATM . The local banks are listed below:

Bank of America	Wells Fargo	California Bank	Washington Mutual
339 Yale Ave	203 Yale Ave	102 Yale Ave	400 N Indian Hill Blvd
Claremont	Claremont	Claremont	Claremont

If you have further questions please contact the Payroll Dept located in the Business Office in Alexander Hall.