

## **Mills College Student Account Direct Deposit Instructions**

Mills College Student Employee,

Mills undergraduate and graduate employees may choose to have their paycheck directly deposited to their Mills student account. It is the student's responsibility to complete the correct form and submit it by the required deadlines to initiate or to cancel student account direct depositing services. Following are the steps that must be taken to start or stop direct deposit to a student account.

- Complete the Request/Change Form for Student Account Direct Deposit
- Clearly print all information
- Choose the option you would like –
  - Start your account direct depositing
  - Stop your account direct depositing
- Sign and date the form
- Return the form to Payroll in Employee Services, Sage Hall, Room 126, by the timesheet submission deadline of any pay period

### Important facts about student account direct depositing:

1. Your net earnings (your pay after any applicable taxes are deducted) will be deposited to your Mills student account as payment towards your financial obligation to Mills.
2. All requests to start net pay deposits to your student account must be submitted on this form and by the payroll submittal deadline to have the change be effective on the next payroll run.
3. If your account is paid in full, your pay will be redirected to a live (paper) paycheck for pick up at the campus Cashier's window. You will be notified by email if this occurs.
4. You may at that time choose to have your net pay directly deposited to a checking or savings account or choose to continue receiving live checks.
  - a. To start direct deposit to a checking or savings account, you must complete a *Request/Change Form for Bank Direct Deposit of Paycheck, Student Employees*, and submit it in person to Payroll, Sage Hall, room 126. Note that it can take one to two pay periods for direct deposit services to start.
  - b. You can pick up direct deposit set up forms at the Cashier's window or at Payroll. Both are located in Sage Hall.
5. If your student account is over paid, you may receive a refund check from Mills. Please check your account on myMILLS frequently for updated balance information. Refund checks are mailed on Fridays.