

MILLS COLLEGE
REQUEST/CHANGE FORM FOR STUDENT ACCOUNT DIRECT DEPOSIT
Student Employees

Student Employee Name _____ Mills ID No. _____

- PLEASE DEPOSIT MY NET PAY EARNINGS DIRECTLY TO MY MILLS STUDENT ACCOUNT
- PLEASE STOP DEPOSITING MY NET PAY EARNINGS TO MY MILLS STUDENT ACCOUNT EFFECTIVE _____ Date

**RETURN THE FOLLOWING COMPLETED AUTHORIZATION TO PAYROLL, SAGE HALL ROOM 143
FORMS MUST BE SUBMITTED TO PAYROLL BY PAYROLL TIMESHEET DEADLINES TO BE EFFECTIVE ON THE
NEXT PAYROLL RUN.**

- Apply My Total Net Amount
- or
- Apply a Partial Amount of \$ _____
-
-

I authorize Mills College's Payroll department to process my payroll checks each payday as designated above. Furthermore, if a processing error results in a discrepancy on my student account, I authorize an adjustment or reversal of a deposit, as needed. This authorization will remain in effect until I have cancelled it in writing and in a reasonable length of time for Payroll to effect the change. If I cancel this authorization and have a balance on my student account, I understand that I may be charged late payment fees until my balance is paid in full. I understand that if my payroll amount overpays my student account, I may request a refund from Student Accounts in the M Center by emailing stuaccts@mills.edu. If I do not request a refund, the credit will remain on my account to pay toward future charges or until I request a refund from Student Accounts. I further understand at that time I may choose to have my net pay directly deposited to my bank account by completing the Request/Change Form for Bank Direct Deposit and submitting it to Mills' Payroll department by the submittal date of any pay period.

Student Signature

Date

Submit this form to Mills Payroll, Sage Hall, Room 143.

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 143, 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. 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 143. 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 outside the payroll office in sage hall.
4. If your student account is over paid, you may request a refund from Student Accounts in the M Center by emailing stuacct@mill.edu. Please check your account in the portal frequently for updated balance information. Refunds are issued weekly.