# DIRECTIONS ON HOW TO COMPLETE DIRECT DEPOSIT FORM

KCTCS employees have the capability to direct deposit their net pay into multiple accounts, or to direct deposit only a specific dollar amount per pay period. This may be accomplished by either completing the direct deposit form using the percent of pay field or by indicating a specific dollar amount in the appropriate field. The following will be useful in completing the form:

1. All employees will have a PeopleSoft generated employee number. This number will be used for the majority of employee transactions.
2. A voided check or deposit ticket FOR EVERY ACCOUNT THAT YOU WISH TO DIRECT DEPOSIT TO must be attached to the form.
3. Credit Union deductions will be initiated on the direct deposit form. In order to have a specific dollar amount be deposited into your account per pay period, fill out the direct deposit account information block and designate the dollar amount you wish to deposit.
4. If you choose to have your entire net pay deposited, fill out the direct deposit account information block and designate percent of pay as "100%".

FREQUENTLY ASKED QUESTIONS

How will I know if my direct deposit has been made to my account?

You will receive and earnings statement per payperiod that will reflect the amount that has been direct deposited and the account number (s ) that the direct deposit was deposited in.

What do I need to do if I want to change banks or accounts?

You will need to complete the form with the change area marked. You will need to attach a copy of a voided check or deposit ticket with the new information.

How do I stop direct deposit?

You will need to complete the form and  check the area marked stop. If you have multiple accounts you will need to let us know if you want to stop all direct deposit transactions or only selected transactions.
To stop only selected transactions select the stop action, and list the financial institution in the information area.

How soon will my direct deposit start once I have signed up?

Normally it will take two payperiods in order for your direct deposit to be in effect.  It is your responsibility to pick up either a paycheck or direct deposit notification from your department each payperiod to assure your information is correct.