

**SANTA MONICA COMMUNITY COLLEGE DISTRICT  
OFFICE OF HUMAN RESOURCES**

**CONTINUE/REINSTATE DIRECT DEPOSIT**

EMPLOYEE NAME: <i>(PLEASE PRINT)</i>	DEPARTMENT:	PHONE NUMBER:
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Please indicate status:

Please indicate one semester/session only:

CLASSIFIED	ACADEMIC	FALL	WINTER	SPRING	SUMMER
<input type="checkbox"/> Limited Term	<input type="checkbox"/> Adjunct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I wish to continue/reinstate Electronic Direct Deposit of my payroll check. All account information remains the same.**

EMPLOYEE SIGNATURE:	DATE:	LAST FOUR DIGITS OF SS#:
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Please note the following information:

- *If there are any changes in account information, you must complete a **NEW DIRECT DEPOSIT** form.*
- *The Office of Human Resources cannot make changes to your direct deposit without a signed form authorizing the change.*
- *The Office of Human Resources cannot automatically renew your request for direct deposit semester to semester. Therefore, in order to avoid interruption of your direct deposit election, please submit the continue/reinstate direct deposit form by the timelines provided below:*

*Fall            July 15 - August 31*  
*Winter        November 15 - December 15*  
*Spring        January 5 - February 15*  
*Summer      May 15 - June 15*

*Six/Eight Week Session\**

- *The Office of Human Resources will continue to accept reinstatement of direct deposit forms after the timelines provided, however, temporary disruption may occur when received after the specified dates.*
- \* *For Six/Eight Week Session assignments, please contact the Office of Human Resources at (310) 434-4415 for specific dates.*

Submit forms to the Office of Human Resources:

***Mailing Address:***

Office of Human Resources  
1900 Pico Blvd.  
Santa Monica, CA 90405

***In Person:***

Office of Human Resources  
2714 Pico Blvd., Suite 210  
Santa Monica, CA 90405

**DATE/TIME STAMP:**

HRS:	DATE PROCESSED:	INITIALS:
<input type="checkbox"/>		