

HUNTER COLLEGE - NON TAX LEVY PAYROLL
DIRECT DEPOSIT REQUEST/AUTHORIZATION

SECTION "A" AND "B" TO BE COMPLETED BY THE EMPLOYEE

SECTION A: EMPLOYEE INFORMATION

FIRST NAME _____ MI _____ LAST NAME _____

SOCIAL SECURITY NUMBER # (LAST 4 DIGITS) _____

PERMANENT ADDRESS _____ APT# _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE NUMBER (_____) _____

NAME OF FINANCIAL INSTITUTION _____

ACCOUNT TYPE (PLEASE CHECK ONE)

- CHECKING (attach voided check to section C, or have section C completed by your financial institution)
 SAVINGS (Section C must be completed by financial institution)

SECTION B: AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I hereby authorize Hunter College to deposit my net pay directly into my checking or savings account as requested. I also grant authorization for the reversal of a credit to my account in the event the credit was made in error. I understand that, under the "National Automated Clearing House Association" operating guidelines and rules, Hunter College can only reverse the amount of the incorrect direct deposit. I agree that this authorization will remain in effect until I provide to my agency a written cancellation to terminate the service.

Employee
Signature _____ Date _____

SECTION C: TO BE COMPLETED BY YOUR FINANCIAL INSTITUTION

Account Type Savings Checking

Depositor's Account Number _____ ABA Number _____

As representative of the above named financial institution, I certify that this financial institution is ACH capable and agrees to receive and deposit funds to the account shown above.

Print or type Representative's Name _____ Signature of Representative _____ Telephone Number _____ Date _____

CANCELLATION

I hereby authorize Hunter College to cancel my direct deposit agreement.

Employee Signature _____ Date _____

AGENCY PAYROLL SECTION

Agency Representative: Name _____ Signature _____ Date _____



Payroll Department
Telephone (212) 650-3799

To: **Children's Learning Center - Non-Tax Levy Payroll Direct Deposit Participants**
From: Helber Bolanos
Re: PAYCOR – Direct Deposit Pay Stubs

We are happy to announce PAYCOR as the company handling the Non-tax levy payroll. Using PAYCOR will give employees access to their pay stubs and W2's (wage and tax statement) online.

Please use the below instructions to gain access. If you have any questions, please feel free to contact Helber Bolanos hbolanos@hunter.cuny.edu.

Best regards,

Helber



How to Register for Paycor

Sign up for Paycor to access your personal information, tax documents, and pay stubs. Follow the steps below to securely register at paycor.com.

Here's what you'll need:

1. A valid email address (we'll send you a verification code to complete registration)
2. Access to a smartphone or a web browser on another device (go to paycor.com/system-requirements for more details)

Let's get started:

1. Go to <https://secure.paycor.com/accounts/userregistration/register>.
2. Enter your personal information and access code to verify your identity (you may be asked to provide your social security number and birth date).

Your access code is: 137141

3. Create a new username and password for signing in. You'll also be able to merge this account's access code with an existing account (do this when prompted or go to My Settings later).
4. Next, you'll receive an email with a verification code to verify your email and finish the process. Enter the verification code to continue setup.
5. Select and setup your authentication preferences to help us keep your account secure.
6. Select and answer a few security questions, in case you forget your username or password.
7. Start using Paycor! If you have trouble registering, please contact your company's HR team.