



LONG BEACH CITY COLLEGE  
OFFICE OF PAYROLL / OFFICE OF HUMAN RESOURCES

# Employee Address & Pay Distribution/Designation Form

<input type="checkbox"/> New Employee	<b>(PLEASE PRINT OR TYPE)</b>
<input type="checkbox"/> Change of Information	

### Employee Type

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Academic Monthly          | <input type="checkbox"/> Classified Monthly | <input type="checkbox"/> Federal Work Study |
| <input type="checkbox"/> Academic Hourly/Equal Pay | <input type="checkbox"/> Classified Hourly  | <input type="checkbox"/> Student Assistant  |

Empl ID No	Last Name	First Name	MI
------------	-----------	------------	----

### Home Address

Street and Number		
City	State	Zip
Home Telephone	Business or Cell Telephone	

### Paycheck Mailing Address - Same as Above OR

Street and Number		
City	State	Zip

You must check **ONLY ONE** of the options below for delivery of your payroll check.

- ~~Liberal Arts Campus -- Cashier's Office~~
  - ~~Pacific Coast Campus -- Cashier's Office~~
  - Paycheck Mailing Address (will go by U.S. Mail on pay day)
  - Continue Direct Deposit (check only if you currently have an active direct deposit designation)
- Cashier's Office pick-ups are currently unavailable.***

Employee Signature \_\_\_\_\_ Effective Date \_\_\_\_\_

### Electronic Direct Deposit Option:

You may want to choose Electronic Direct Deposit for your paycheck. The sign up process takes at least one month. See reverse for instructions and requirements.

# Employee Address & Pay Distribution/Designation Form

## Where do you want your LBCCD paycheck to go?

The LBCC Address Form (front of this page) is used to record your home and mailing addresses in the HR/Payroll system. It also includes a section that allows you the choice of having your paycheck delivered to one of the following locations:

- (a) ~~The LAC Cashier~~ *Cashier's Office pick-ups are currently unavailable.*
- (b) ~~The PCC Cashier~~
- (c) **Mailed to a Home Address or Paycheck Mailing Address**

If you choose **paycheck mailing address**, your payroll check will be mailed to the address indicated in the section labeled **paycheck mailing address** on the reverse of this form.

## Electronic Direct Deposit Option

You may also choose Electronic Direct Deposit. The start up process can take at least one month to accurately complete the testing of your bank account data. You must choose one of the other options (~~a~~, ~~b~~ or c) listed above until your Direct Deposit is finalized.

***To sign up for Direct Deposit to your bank, financial institution or your credit union:***

***You must complete a separate "Direct Deposit Authorization Form" to enroll in Direct Deposit.***  
**<https://www.lbcc.edu/sites/main/files/file-attachments/direct-deposit-authorization-form.pdf>**