

Your first paycheck is issued as a paper check and has to be picked up at the PJC Bursar's Office- Pensacola Campus. Please indicate if you want this check sent to the PJC Bursar at the Warrington or Milton Campus.



**AUTHORIZATION AGREEMENT FOR  
AUTOMATIC DEPOSITS (ACH CREDITS)  
PJC ONE CARD (PJC STUDENT EMPLOYEE)**

**ATTENTION: PENSACOLA JUNIOR COLLEGE  
HUMAN RESOURCES OFFICE  
1000 COLLEGE BOULEVARD  
PENSACOLA, FL 32504  
FAX: (850) 484-1711**

I hereby authorize Pensacola Junior College to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my:

CHECKING ACCOUNT/PJC ONE CARD ACCOUNT

NAME OF BANK/CREDIT UNION Frost Bank (Higher One)

TRANSIT/ABA 113024588

PJC ONE CARD ACCOUNT NUMBER \_\_\_\_\_ (not the Master Card #)

TELEPHONE NUMBER 1-877-261-3630 (Higher One Support)

This authority is to remain in full force and effect until Pensacola Junior College has received written notification from me of its termination in such time and in such manner as to afford Pensacola Junior College and the financial institution a reasonable opportunity to act on it.

EMPLOYEE NAME: \_\_\_\_\_  
(PLEASE PRINT)

Student Assistant

DEPARTMENT: \_\_\_\_\_

EMPLOYEE SSN: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Human Resources will need to verify your account number. Please attach a voided check from your One Card account, or print a direct deposit enrollment form from the [www.pjconecard.com](http://www.pjconecard.com) website.

**NOTE:** In an effort to expedite the efficient processing of your direct deposit request, the direct deposit is set up as a pre-note. This allows PJC and the financial institution the opportunity to ensure that all information is transmitted accurately.