

**PAYROLL DIRECT DEPOSIT  
AUTHORIZATION FORM**

- New
- Change
- Cancel

Name (print) \_\_\_\_\_ SS# \_\_\_\_\_

Work Phone \_\_\_\_\_

Financial Institution/Bank \_\_\_\_\_ Phone # \_\_\_\_\_

Transit Routing # \_\_\_\_ \_

Account # \_\_\_\_\_

- Checking/Money Market (attach documentation – voided check)
- Savings (attach documentation – deposit slip)

I have read the notice below regarding direct deposit and agree to be bound by its terms.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**WHAT IS DIRECT DEPOSIT?**

Direct deposit is a process that allows the transfer of your net pay into a bank account of your choice.

The advantages of direct deposit are:

- You have access to your money sooner on payday.
- Your paycheck cannot be lost or stolen.
- You do not need to come to your building to access your money – an advantage if you are traveling, sick or on vacation.

Instead of a check, you will receive a pay "advice" on payday. It will have all of the information you normally see on your check stub. In addition, it has the name of the bank and the account number to which your direct deposit was sent.

When the payroll department receives your enrollment form, they will ask your bank to begin the process.

**HOW DO I SIGN UP?**

1. Complete the form above.
2. Tell us where you prefer to have your pay deposited.
  - Checking/Money Market
  - Savings

**Please note that your net pay can be deposited into only ONE account – either checking/money market or savings.**

3. Please attach documentation showing your institution's routing number AND your account number i.e., a voided check.

**CHANGING BANKS OR ACCOUNTS**

- Complete the form above.
- Indicate this is a CHANGE.

**CLOSING YOUR BANK ACCOUNT**

- Contact the payroll department immediately.
- Failure to notify payroll promptly that you have closed your account means that your bank will probably reject the deposit and your pay will be delayed.

**CANCELING DIRECT DEPOSIT**

To cancel direct deposit, please submit a signed application form marked CANCEL. Payroll must receive your instructions at least two weeks before your next payday.

**IMPORTANT NOTICE**

The payroll department cannot transfer money directly into your account. A bank must do the transfer. The timing for electronic transfer means that payroll cannot always correct all overpayment errors before the bank makes the transfer to your account. By signing the authorization form, you give the school district permission to print a paper check for you if it becomes necessary and to correct all overpayments to your account. Your signature also releases the school district from any liability should the electronic transfer not be credited to your account on payday.

Please review your pay advice carefully each pay period. If you discover an error in your deposit, please notify your administrator immediately.