

NORTH EAST INDEPENDENT SCHOOL DISTRICT DIRECT DEPOSIT OF PAYROLL CHECK

NAME: _____

Last

First

Initial

CAMPUS/DEPT: _____ ORG: _____ EMP ID#: _____

CLASSIFICATION: Certified Paraprofessional Auxiliary Substitute

AUTHORIZATION FOR PRIMARY DIRECT DEPOSIT: I understand that the NET amount of my pay, after all deductions and secondary direct deposit amounts have been applied, will be deposited to my primary direct deposit account. I hereby authorize the NEISD Payroll Office to take the action(s) indicated below. I understand that if I am closing my primary direct deposit account that I must choose a new account to replace it or I will automatically be enrolled in the District's Pay Card program.

Bank Name	ABA Routing #	Account #	Type: Checking/Savings	Action: Add/Close

AUTHORIZATION FOR SECONDARY DIRECT DEPOSIT: I understand that I may select up to four secondary direct deposit accounts and amounts. I hereby authorize the NEISD Payroll Office to take the action(s) indicated below.

Bank Name	ABA Routing #	Account #	Type: Checking/Savings	Amount	Action: Add/Close

A VOIDED CHECK MUST BE ATTACHED (TAPED) TO THIS FORM

SIGNATURE: _____ DATE: _____

ATTACH A VOIDED COPY OF YOUR CHECK HERE



DIRECT DEPOSIT OF PAYROLL CHECK

Eligibility Requirements and General Information

- Direct deposit of payroll checks is available to all certified, paraprofessional, auxiliary and substitute employees.
- Employees/substitutes may enroll during any month, and effective dates will vary based on payroll processing schedules
- Occasionally, a direct deposit does not take place due to errors/omissions on direct deposit authorization forms, forms not received prior to processing cut off dates, bank electronic transmission/receiving problems, etc. When a direct deposit does not take place, a "live" check is automatically issued to the employee. **It is each employee's personal responsibility to look at their check each payday and to communicate with their financial institution in order to verify that their net earnings have been properly deposited.** The district does not reimburse employees for their personal return check fees or account overdraft charges resulting from employee's failure to verify the disposition of their earnings.
- The exact time of credit to your individual account is determined by the policies of your bank. Questions regarding time of credit should be directed to your financial institution.
- Incorrect ABA bank routing numbers will delay direct deposit to your bank and could delay access to your funds. Questions regarding ABA bank routing numbers should be directed to your financial institution.

EMPLOYMENT TERMINATION:

IN RARE INSTANCES , IT IS NECESSARY TO SUSPEND DIRECT DEPOSIT WHEN AN EMPLOYEE TERMINATES EMPLOYMENT WITH THE DISTRICT. THIS MAY RESULT IN THE ISSUANCE OF A NEGOTIABLE CHECK