

Authorization for Direct Deposit Banking

I, _____, hereby authorize the _____ School
Name School
District to deposit my net pay to the account listed below. This authorization is to remain in
effect until revoked by me in writing.

(Please print all information)

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

Email address to send the direct deposit slip to: _____

Name of Financial Institution to receive Direct Deposit*: _____

***(please attach a voided check)**

If a fixed amount is to be deducted and sent to another account, please complete the following:

*****This option is only available if chosen in conjunction with the direct deposit listed above*****

Name of Financial Institution**: _____

Type of Account: Checking _____

Savings _____

Amount to be Deducted: \$ _____

**** (please attach a voided check for checking account or blank deposit slip for savings account.)**

SAU OFFICE USE ONLY

Entered as Pre-Note _____
Date

Approved/Activated _____
Date

From the Desk of
Charlene Sears, Payroll Specialist

DIRECT DEPOSIT BANKING

The following information should be helpful in deciding whether or not to choose this payroll option. Direct Deposit is the electronic transfer of your pay to your bank. It replaces your paper paycheck.

- a) You may direct deposit to the bank of your choice.
- b) The amount that will be directly deposited in your bank will be the amount of your pay that you now receive in check form. This amount is indicated on your pay stub under the current deductions column. Deductions, which are currently taken from your net pay amount, will continue. Also, if you would like to have an additional fixed amount deducted and sent to another account you may do so. ******This option is only available if chosen in conjunction with direct deposit.*** (An example of the fixed amount would be \$100.00 per pay period sent directly to a separate checking or savings account at any bank.)
- c) Direct deposits normally take up to 2 pay cycles to become effective. You will receive a “notice of deposit” on payday. This is completely non-negotiable and is intended to provide you with your current pay and deduction information only.
- d) Direct deposit is a very safe way to have your pay sent directly to your bank (no more lost paychecks!!!)
- e) Your funds are available to you at the beginning of the business day on Friday of the scheduled pay day.
- f) Once you choose to have direct deposit, **all** payments issued to you will be sent directly to your bank (i.e., longevity, stipends, medical waivers, etc.)

(Note: Direct deposit can be started and stopped at anytime.)

Please complete the authorization form on the back to begin your direct deposit process. Remember this will take up to two pay cycles to become effective.

Revocation for Automatic Bank Deposit

I, _____, hereby authorize the _____
Name School
School District to stop my direct deposit to the account listed below.

This revocation is to begin with the _____ payroll.
Date

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____

Financial Institution Name: _____