

PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM
For Temporary Employees Only

Complete and return to the Payroll Department

I authorize you and the financial institution named below to automatically deposit my net pay to any account (this includes my authorization to you to reverse any entries made in error). This authority will remain in effect until I give written notice to cancel it.

Direct Deposit Agreement:

I further agree to notify the District of any bank account changes or will pay the District a \$15 fee to reissue a returned direct deposit. The \$15 fee must be submitted to the Business Office before a check is reissued by payroll.

Signature

Date

Type of Account

Checking

Savings

Financial Institution

Name

Routing Number

Account Number

City

ATTACH VOID CHECK

Independent School District 877

Direct Deposit Information Sheet

What is Direct Deposit?

Direct Deposit is an electronic method of depositing your net paycheck in an account of your choosing on payday.

What kind of bank and /or account can I use?

You can choose **one** account, either a checking or savings account, at any **one** bank or savings and loan association or most credit unions.

How will I know what has been deposited?

On payday you will receive a non-negotiable Direct Deposit advice slip. This advice slip will look similar to a paycheck and will provide the same information that your paycheck stub provided. The full amount of your net-pay will be deposited.

When will my money be in my account?

On payday. If you call the bank to verify your deposit on payday, be sure to tell them you are on Direct Deposit. They will need this information to verify your deposit.

If there is an error in my pay amount, what will happen?

IMPORTANT, corrections to pay amounts will occur on the next pay period.

Can I make a change?

Once you have signed up for Direct Deposit it will be continuous until we receive a **two week written notice** from you to cancel it. If you have signed up for Direct Deposit and need to change your bank or account number you will need to notify us with a new PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM and a **voided** check from the new account. It could take up to one month to process a change.

How do I sign up?

You can sign up at any time by calling Payroll at 763-682-8701 or Ext. 28701 and request the Authorization Form.

You will need to complete a PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM. Be sure to sign the form and include a **VOIDED** check (not canceled) from the account you want your paycheck deposited in. It will take two pay periods for the direct deposit to go into effect.

If you choose a saving account you must contact your bank and ask for their Transit Routing Number and fill that in on the Authorization Form. You should also include a deposit ticket.

Send the Payroll Direct Deposit Authorization Form and **VOIDED** check to the Payroll Department at the Business Office.