



DIRECT DEPOSIT OF PAY EMPLOYEE AUTHORIZATION FORM

I authorize you and the financial institution listed below to deposit my pay automatically in the account indicated. Adjusting entries to correct errors are also authorized. This authority will remain in effect until I have canceled *in writing*.

Name _____ Date _____

	Bank Routing Number	Account Number	<input type="checkbox"/>	<input type="checkbox"/> Fixed Amount																																																				
Financial Institution Name	<table border="1" style="width: 100%; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																	<table border="1" style="width: 100%; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																			Checking	<table border="1" style="width: 100%; text-align: center;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																		
Address			<input type="checkbox"/>	OR																																																				
City State Zip			Savings	<input type="checkbox"/> Net Pay																																																				

Please attach a voided check (for checking) or deposit slip (for savings) when authorizing a direct deposit to your account.

Employee Signature Required

October 2, 2007

TO: All Employees

FROM: Alison Taylor, Director of Business Services
Suanne Shidler, Payroll/Benefits Clerk

RE: Payroll Direct Deposit through the Automated Clearing House (ACH)

Bullock Creek School District offers direct deposit (fixed and net amounts) to banks electronically through the Automated Clearing House (ACH). The ultimate goal is to have all employees using direct deposit of their payroll checks. Some reasons for this are as follows:

- ❖ The deposits are made to your account on payday with no delays.
- ❖ Your funds are conveniently available even if you are not able to go to your bank due to illness, vacation, inclement weather, etc.
- ❖ Your paycheck will not get lost if it is directly deposited into your account.
- ❖ You can make a direct deposit to any National Automated Clearing House Association (NACHA) financial institution.
- ❖ There is no cost to you.

When you complete the form, please help us by doing the following:

- ❖ Read and complete the form. Please be sure to sign it.
- ❖ For ACH direct deposit to a checking account, attach a check from your checkbook and write "VOID" on it
- ❖ For ACH direct deposit to a savings account, attach a deposit slip, if available
- ❖ Return the form with the required attachment to the Business Office

You may sign up for direct deposit to either a checking or a savings account to **up to two financial insitutions**. Please just make a copy of the form on the back if electing to use two financial insitutions. (Please note that Members First Credit Union would count as one of the two financial institutions.)

Once we receive your information, we will run a prenote (test) with the next normal payroll to make sure the transactions are accurate. If the prenote goes through successfully, we will begin your direct deposit with the following payroll. Your deposit will be credited to your checking or savings account on payday.

Please note if you wish to have your check directly deposited into the **Members First Credit Union**, you **do need to complete this form**. (You will no longer fill out the forms located at Members First Credit Union.)