



# FREMONT UNION HIGH SCHOOL DISTRICT Direct Deposit Authorization Agreement

New     Change     Cancel

I hereby authorize Fremont Union High School District, hereafter called the DISTRICT to initiate credit entries, and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my(our) account indicated below and the depository named below, hereafter called DEPOSITORY, to credit and debit the same entries to such account.

Depository Name:      Checking     Savings

City:     State:     Zip:

Bank Transit No.:     Account No.:

This authority is to remain in full force and effect until the DISTRICT has received written notification from me on its termination in such time (10 days) and in such manner as to afford the DISTRICT and the institution(s) a reasonable time to act on it, or upon termination of my employment from the DISTRICT. I have read the Direct Deposit instructions below and understand that I should have automatic overdraft protection before signing up for this plan.

Payroll Name:     SSN:

          

Employee Signature    Date    Co-Signature (if Joint Account)    Date

Please tape a copy here of a VOIDED blank check (for checking accounts) or savings account deposit slip (for savings accounts) to validate account information.

**To have your payroll check deposited directly to your checking or savings account you must:**

- 1) Complete and sign this authorization agreement for electronic fund transfer (EFT), and
- 2) **submit to the payroll office a VOIDED BLANK CHECK or SAVINGS ACCOUNT DEPOSIT SLIP along with the completed agreement.**

Your checking/savings account will be "prenoted" for one pay period. The prenote process is a "dry run" to detect any problems with your bank transit and account numbers. No funds will actually be transferred on the prenote date. You will receive your regular paycheck for the prenote pay period.

If the prenote process detects no problems, your net pay for the next period (i.e., your gross pay less withholding for federal, state, and local taxes, plus any other required or voluntary deductions) will be electronically transferred to your checking/savings account. In lieu of receiving a paycheck, you will receive a pay information statement that reports the same information that would have appeared on your paycheck stub.

Any change to your name, bank transit number, or account number **MUST** be reported in writing to **the Payroll Department** prior to the cutoff date of the pay period in which the change is made. You **MUST** notify the District **Payroll Department** prior to closing your account.

In offering a direct deposit plan and having to process data to many different financial institutions, there are many variables over which the **DISTRICT** has no control. In order to minimize the possible effects of these variables, the banking industry suggests you do the following:

- 1) Notify your financial institution that you are now on a direct deposit system with your **DISTRICT**.
- 2) If your deposit is going to a checking account, you should have Automatic Overdraft protection to protect you in the event of a processing failure in the banking system. This overdraft protection is generally accomplished through signing up for a check guarantee card. You should consult your own institution for this service.