

PHLOMATH SCHOOL DISTRICT 17J

DIRECT DEPOSIT OF PAYROLL

PRINT NAME: \_\_\_\_\_

Last four SSN: \_\_\_\_\_

Provided below is the information for the Direct Deposit of any payroll earned with Philomath School District:

NAME OF BANK: \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

Type of account (check one):  Checking Account  Savings Account

I understand that if I change banks, change account numbers, close the account, or make any other change which will affect my Direct Deposit, I must notify the District Office immediately.

If notification is not given to the District Office by the 20<sup>th</sup> of the month and payroll has been processed with the old information, I will be responsible for any bank charges resulting in the cancellation and/or return of my payroll Direct Deposit transaction.

**Email of Direct Deposit notification - before enrolling I understand:**

1. I will not be receiving a printed copy of my Direct Deposit advice.
2. The email notification may arrive at my *district email* address in advance of the actual payroll date; however, funds will not be available until payday.
3. If there are modifications to my pay for any reason between receipt of the email and payday, the District Office will notify me by email.

**ENROLL** – I give permission to the District Office at the Philomath School District to send my monthly payroll Direct Deposit advice to my district email address. I may also locate the payroll information on the district web portal for future reference.

**DECLINE** – I understand that access to my payroll Direct Deposit advice will only be available on the district web portal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ATTACH A VOIDED  CHECK AND RETURN THIS FORM TO THE DISTRICT OFFICE.**

\*The financial institutions require a one-month verification process. Therefore, your **first** paycheck will be sent to you on payday while a trial verification is done. If the verification process fails, you will be notified. Otherwise, all further payroll will be directly deposited after the verification month.