



**Kings Canyon Unified School District**  
Business Office ~ Payroll Department  
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## **AUTOMATIC PAYROLL DEPOSIT (APD)**

### **Why Automatic Payroll Deposit?**

While identity theft continues to be a problem in our society, we would like to take this opportunity to remind our employees that automatic payroll deposit (APD) is available to *all* Kings Canyon Unified employees. It is a service that over 60% of Fresno County Office of Education/Kings Canyon Unified School District employees utilizes. Direct deposit is available for the end of the month payroll only.

There are several advantages to having your check directly deposited into either your checking or savings account:

1. Your check is in the bank *on* payday.
2. Your check is directly deposited into your bank account. No waiting in long lines at the bank.
3. No waiting for the post office to deliver your check.
4. Your check will no longer be sitting in your mailbox waiting for you (or someone else) to retrieve it.
5. An APD stub is mailed in lieu of a regular check, and contains all information on a regular check stub.

As with any service, there are some restrictions. Please refer to the enclosed **Automatic Pay Deposit (APD) Enrollment Agreement** form. After review, if you wish to sign up for automatic pay deposit, please send your completed form to the payroll department with the appropriate attachments (**voided check or copy of saving account statement**).

If you currently have automatic pay deposit, there is no need to complete a new Automatic Pay Deposit Enrollment Agreement form unless you have changed your account.

If you are employed as a substitute in any position and are ever offered a contract please note that your APD will be null & void. The county requires you to complete a new APD (Automatic Pay Deposit) Enrollment Agreement.

# Automatic Pay Deposit Enrollment Agreement

**CRITICAL THAT YOU NOTIFY THE PAYROLL DEPARTMENT WHEN YOU HAVE CHANGED BANKS/ACCOUNTS**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

School District of Employment: Kings Canyon Unified School District - 036

Option:      Checking Account (**attach voided check**) \*  
               Savings Account (**attach copy of statement with account and transrouting numbers**) \*

*I hereby authorize my above named employer to initiate credit entries to my checking or savings account in order to directly deposit wages paid by my employer. I understand and agree to the following as a result of participation in this Automatic Pay Deposit (APD) program.*

- A. This APD program applies only to wages paid on the end-of-month payroll (wages paid on a supplemental payroll will continue to be paid with a check).
- B. This enrollment agreement is effective for the first payroll period in which it is received by the district prior to the cutoff date established by the district for processing that payroll.
- C. For the first payroll period this agreement is effective, a pre-notification is sent to the enroller's bank confirming the existence of the account number and the bank's participation in the APD program. A regular payroll check will therefore be issued for the first month. For subsequent payroll periods only, a payroll stub will be issued. The amount of the check will be directly deposited into the account and available to the participant as of the morning of the pay date.\*\* The participant should confirm this deposit with the bank after the first scheduled APD.
- D. Termination of this agreement must be made by written notification to your payroll department to be effective for the first payroll period in which it is received prior to the cutoff date established for processing that payroll. Such notice should include your name, social security number, and school district of employment.
- E. If an APD cannot be credited to an account because it has been closed, the bank will reject the APD and reroute it back to the issuing bank. This return process may take several days and will be subject to a bank processing fee currently set at \$12.00.\*\*\* Participants in this program agree that if this happens they will wait for the funds to be received by the employer before receiving a payroll check and that the processing fee will be deducted from employee's next check.
- F. Wages that become subject to garnishment or levy by judicial action may possibly be dropped from the APD program.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* *Must accompany application or will not be processed.*  
\*\* *Verify with your financial institution as to the exact time of deposit.*  
\*\*\* *Will change according to bank charges.*