

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

**ELECTRONIC FUND TRANSFER
Requisition/Authorization Form**

The procedure of the San Bernardino City Unified School District for the disposition of payroll warrants is Electronic Fund Transfer (EFT). EFT is the process by which automatic pay deposits are made to an employee's bank account in lieu of printing a paper warrant. It eliminates lost or late paychecks caused by untimely delivery by the U.S. Postal Service.

Name: _____ Social Security Number: _____
Please Print

Pay Type:

- Monthly (Paid on the 1st)
- Semi-Monthly (Paid on the 15th & EOM)
- Hourly/ Daily (Paid on the 9th)

Position:

- Certificated
- Classified
- Management

I understand that my pay warrant will be electronically transferred to my bank

BANK: _____ BRANCH: _____

ADDRESS: _____

BANK'S NINE DIGIT TRANSITION/ABA NUMBER: _____

ACCOUNT NUMBER: _____ Checking Savings

I hereby authorize the District to initiate deposits (credits) and , if necessary, to make corrections to previous credits made in error to my account as a result of an EFT entry. I also authorize the depository bank / Credit Union to debit and/or credit the same to such account. I understand that EFT will take effect after one pay cycle following request and only after a successful prenote test on said pay cycle has occurred through the banking system. I also understand that during this normal one-time prenote test, my payroll warrant will be mailed to my home or P.O. Box address.

This request is hereby effective from the date specified below until rescinded in writing.

Signature: _____

Date: _____

Phone Number: _____

PLEASE ATTACH:

CHECKING ACCOUNT - A VOIDED CHECK

SAVINGS ACCOUNT - BANK SUPPLIED DOCUMENT WITH ROUTING NUMBERS AND ACCOUNT NUMBER