



Payroll Department
1260 NW Waterhouse Ave
Beaverton, OR 97006

PAYROLL DIRECT DEPOSIT

All you need to do is:

- 1. Fill in your name and ID number.
2. Mark the box before the type of account to indicate whether your pay will be deposited into a checking or savings account.
3. List your primary account first. You may have up to three direct deposit accounts and may deposit a flat amount or percentage of your pay in the secondary accounts.

- 4. For deposits to a checking account: attach a check marked "VOID". A deposit slip is not acceptable.
5. For deposits to a savings account: provide your account number and correct transit routing number (verified with your bank/credit union).

Note: Be sure to sign and date the form

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AUTHORIZATION FOR DIRECT DEPOSIT

Please fill out and return to the Payroll Department

I authorize Beaverton School District to initiate electronic pay deposits (credit entries), and if necessary, debit entries and adjustments for any credit entries in error to my account(s) as listed below. I acknowledge that the origination of ACH transactions to my account(s) must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

I further understand that I need to provide any changes to this information by the 5th of the month in order to ensure accurate deposit of funds and avoid potential fees.

Name _____ Employee ID # _____
(Print Clearly)

Primary Account [] Checking [] Savings

Financial Institution Name:
Account Number:
Transit Routing Number:

Second Account [] Checking [] Savings

Financial Institution Name:
Account Number:
Transit Routing Number:

Choose One: Flat Amount \$ _____ OR Percentage of Net _____ %

Third Account [] Checking [] Savings

Financial Institution Name:
Account Number:
Transit Routing Number:

Choose One: Flat Amount \$ _____ OR Percentage of Net _____ %

Signature _____ Date _____

--Staple Voided Checks Here--

Frequently Asked Questions about Direct Deposit

How does Direct Deposit Work?

- On payday you will receive an earnings statement which looks very similar to a check stub. It will show your gross salary, additional pay, taxes, other deductions, and net pay. Your money will already have been deposited in your account(s). The amount of the deposit(s) will appear on your bank statement(s).

What are the advantages of Direct Deposit?

- It eliminates the possibility of lost or stolen checks.
- You can deposit money in up to three (3) different accounts.
- It saves a trip to the bank, and eliminates waiting in line to make a deposit.
- It means your money is in your account even if you are out of town.

How do I get direct deposit?

- Complete the Direct Deposit Authorization on the other side of this form and send it to payroll.
- Be sure to attach a voided check for each checking account you wish to send money to. Deposit slips are not accepted.
- If you are choosing a savings account, be sure you have verified your account number and the transit routing number with your financial institution.

I have several accounts I would like part of my money to go to. How does that work?

- When you complete the form, list the information for your primary account, and other account(s) you wish to deposit to.
- Attach a void check for each checking account.
- You may choose to send a percent of your pay or a flat dollar amount to the secondary account(s).
- The secondary account(s) will be funded first, and the balance of your net pay will go to your primary account.
- If you establish a secondary account with a flat dollar amount and your available net pay is less than that amount, we will send the available funds to the designated secondary account. There will be no deposit to your primary account.

How late in the month can I sign up for direct deposit or make account changes for this month's pay?

- Your direct deposit form should be received by the 5th of the month to ensure completion prior to payroll processing.
- If you have made a change to your account after the cutoff date, please notify your payroll department immediately.

Failure to notify Payroll could cause a returned deposit and delayed payment. If your bank returns funds due to a closed account, it may take several days for the District to receive those funds. We cannot reissue you a check until the funds have been received by us. There is a \$35.00 check replacement fee for closed account returns.