

Manteca Unified School District Employee Election Form
Direct Deposit Notification

You can elect to receive your direct deposit notice through email instead of regular mail in the form of a secure password protected PDF document.

Emails will be delivered from the email address DoNotReply@sjcoe.net on the morning of the payroll check date.

In order to elect or cancel this service submit this completed form to the Manteca Unified School District Payroll Department.

➔ **Print Name:** _____

➔ **Employee ID #:** _____

➔ **Employee Type/position:** **Certificated/**_____
 Classified/_____

I elect to receive my direct deposit notice through email.

➔ Which email address would you like your direct deposit notice emailed to:
 Home
If home, print home email address: _____

Work
If work, print work email address: _____

➔ **The PIN option you will use as your password for opening the secure direct deposit PDF that will be attached to the email is your birthdate, see entry format below:**

| | |
|--------------|---------------------------------------|
| <u>Pin #</u> | <u>Entry Format</u> |
| Birthdate | MM/DD/YYYY (forward slashes required) |

I elect to cancel my direct deposit notice through email instead receiving it through regular mail service.

➔ _____ Signature _____ Date _____