Turlock Unified School District

Finance & Accountability Department

AUTHORIZATION FOR PAYROLL DIRECT DEPOSIT

Employee Name (Please Print): _____

Employee ID (or last four of SSN): _____

I elect to enroll in Direct Deposit.
I understand that the Stanislaus County Office of Education uses a pre-note verification process the first pay period after a Direct Deposit has been entered. The pre-note process tests the bank routing number and bank account number for accuracy with your financial institution. ****1ST MONTH LIVE CHECK***2ND MONTH DIRECT DEPOSIT****

☐ Mail my first live paycheck. I understand that it will be mailed one day before payday and it will be a live check.

☐ Hold my first live paycheck while my account is being verified by pre-note. I understand that if I have not picked it up by the last business day of the month, my paycheck will be mailed to the address on file the following business day.

Select One: __New __Change __Discontinue (future paychecks will be mailed)

Banking Institution Name:_____

Select One: **___Checking ___Savings**

*****Prepaid accounts are not allowed (Paypal, Venmo, CashApp, etc.)

A voided check or direct deposit form is REQUIRED to process this application. Check or direct deposit form must have your name, banking institution routing number, and bank account number. Banking institutions must have a branch in California - out of state accounts are not allowed.

I hereby authorize the payroll department of the Stanislaus County Office of Education to deposit my monthly payroll warrant to the above designated financial institution until such time as this authorization is voided.

Employee Signature: _____ Date: _____

***Please bring this form & supporting documents to the Finance Office, Room 214. Photo ID/TUSD ID Badge required – only original signed form will be allowed, copies or electronic correspondence will not be accepted.**

Received by: _____ Date: _____ Revised 5/12/23