



---

## Direct Deposit of Pay Program

---

As an added benefit to our employees, Birmingham Public Schools will allow employees to authorize automatic payroll deposits into their checking or savings accounts. Anyone who has a savings or checking account with ***almost any bank or financial institution in Michigan or else-where in the country is eligible to participate.***

When you participate in the direct deposit program, your pay will automatically be credited to your personal checking or savings account each payday. You will receive an electronic version of your paystub for your records.

The benefits of direct deposit are:

**Convenience** - As a direct deposit participant, you can avoid a trip to the bank. If you are on vacation, sick or on school break, you will have access to your money on payday. No more making a trip to pick up your check or waiting for the mail carrier.

**Value-Added Benefits** - Most financial institutions offer free services and other benefits when you have your paycheck direct deposited, such as free personal checking with no minimum balance required, free order of checks, free ATM card, overdraft protection, reduced rates on loans, etc. Check with your banking institutions to find out what benefits they offer.

**Safety** - Direct deposit of your pay is virtually a risk-free transaction. By contrast, more than 4 million paychecks are lost or stolen each year.

To authorize automatic deposit of your pay, please complete the authorization form on the reverse side and attach a voided check or a letter from the financial institution. Attaching the voided check or a letter from the financial institution will ensure that the payroll department has all the information required to automatically credit your account. Before direct deposit of your pay actually begins, a test transaction, called a pre-note may be sent to the financial institution. Once the test transaction is successfully received and verified, direct deposit will begin. Because of this testing process, your direct deposit may take a pay period or two to begin. You will be emailed if for some reason your direct deposit is not set to begin immediately due to this testing process. In the interim you will receive a paper paycheck.

If you have any questions regarding the direct deposit program, please feel free to call the payroll department on extension 33098 or via email at [PStanton@birmingham.k12.mi.us](mailto:PStanton@birmingham.k12.mi.us)

(over)



## DIRECT DEPOSIT OF PAY AUTHORIZATION

I authorize Birmingham Public Schools and the financial institution(s) listed below to deposit my pay automatically to the account(s) designated below on each payday. Further, I authorize any adjusting entries needed. I understand that it is my responsibility to maintain the designated accounts as open to prevent rejected or returned entries. Further, I understand this authorization will continue in force unless it is canceled in writing through the completion of a new authorization form. Any changes to my transit routing number(s), account number(s) or closing of my account(s) must be reported in writing prior to the end of the pay period in which the change is to occur.

**New elections or changes to bank account number(s) may require a pre-note, with verification taking two payroll processing periods. In the event the pre-notification process is not complete, I will receive a printed paycheck.**

### DESIGNATED MAIN BANK ACCOUNT (NET PAY DEPOSIT)

New enrollment     Change     Cancellation                      Type of Account:     Checking     Savings

Name of Financial Institution: \_\_\_\_\_ Financial Institution Phone #: \_\_\_\_\_

Transit Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

***In addition to the account indicated above that I have designated as the main account for my net pay deposit, I would also like to have a flat dollar amount from my pay distributed as follows:***

### PARTIAL DIRECT DEPOSITS TO OTHER BANK ACCOUNTS - 2 accounts may be selected

New enrollment     Change     Cancellation                      Type of Account:     Checking     Savings

Amount of Partial Deposit per Pay : \$ \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_ Financial Institution Phone #: \_\_\_\_\_

Transit Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

New enrollment     Change     Cancellation                      Type of Account:     Checking     Savings

Amount of Partial Deposit per Pay : \$ \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_ Financial Institution Phone #: \_\_\_\_\_

Transit Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Attached is a copy of an existing voided check or letter from the financial institution indicating my account and routing numbers. I accept the payroll deposit program instituted and operated by Birmingham Public Schools and agree to all the conditions herein.

Signature: \_\_\_\_\_ Employee ID# \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_