

WYLIE INDEPENDENT SCHOOL DISTRICT DIRECT DEPOSIT INFORMATION

1. Direct deposit of payroll and expense reimbursement checks is available to all employees. Employees may enroll at any time; effective dates will vary based on payroll processing schedules.
2. Employees can view or print a pay stub via Skyward Employee Access. The pay stub will itemize gross pay, net pay, and all deductions. Instead of receiving a check, the money will be transmitted to the depository automatically for posting to your account on pay day.
3. There are two ways to enroll in the program: an authorization form can be signed and returned to the payroll department with a voided check for checking accounts, a bank form for savings accounts or electronically through Skyward Employee Access. Employee access allows for electronic authorization and digital entry of financial institution information.
4. **Employees are responsible for notifying the payroll office immediately** upon a change in an account number or bank. Changes and/or cancellations must be submitted to payroll at least **10 BUSINESS DAYS** prior to the pay day for which they are to be effective. Changes will require a pre-notification, which is a zero dollar test to the financial institution verifying the account. Any problem identified during the pre-notification process could delay employee from being issued an electronic deposit. In this case, a paper check will be processed and issued.
5. Retrieval of funds deposited to a closed account will create a delay of pay until Wylie ISD is notified by our financial institution that funds will be returned. This process can take from two to three business days.
6. Occasionally, a direct deposit does not take place due to errors/omissions on direct deposit authorization forms, forms not received prior to processing cut off dates, bank electronic transmission/receiving problems, etc. **WISD cannot reimburse employees for Non-Sufficient Funds (NSF) fees or any other account overdraft charges.** District employees are personally responsible for ensuring that payroll funds have made it into their account, and are available, before spending the funds.
7. It is sometimes necessary to suspend direct deposit when an employee terminates employment; this may result in the issuance of a paper check at the discretion of the Wylie ISD Payroll Department.

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AVAILABILITY OF FUNDS STATEMENT

When signing up for automated clearing house (ACH) deposits, it is advisable to first check with your financial institution to determine if you will be able to have provisional credit on your ACH deposit the day it is sent and received by your bank. The law states that a receiving financial institution must give an account holder credit the same day the RFI receives an ACH deposit. However, some banks do not give your account credit for the ACH deposit until posting time. These financial institutions are still in compliance with the law, because it is the same business day. However, due to the bank's business hours, you can not have access to those funds until the next business day.

For further information regarding ACH deposits, please contact your financial institution.

**WYLIE INDEPENDENT SCHOOL DISTRICT
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT**

(PLEASE PRINT)

NAME _____,
(LAST) (FIRST) (MI)

PRIMARY DEPOSIT ACCOUNT: _____ CHECKING (22) _____ SAVINGS (32)

BANK/DEPOSITORY NAME _____

NAME ON ACCOUNT _____

BANK ROUTING NUMBER _____

ACCOUNT NUMBER _____

SECONDARY DEPOSIT ACCOUNT: _____ CHECKING (22) _____ SAVINGS (32)

FLAT DOLLAR AMOUNT _____ **OR PERCENTAGE OF NET CHECK** _____

BANK/DEPOSITORY NAME _____

NAME ON ACCOUNT _____

BANK ROUTING NUMBER _____

ACCOUNT NUMBER _____

For the purpose of direct deposit of payroll and/or employee reimbursement checks only, I hereby authorize Wylie Independent School District and/or Inwood National Bank, and the depository named above to initiate direct deposit (credit) entries and correction (debit) entries to the depository accounts listed above. This authority is to remain in effect until employer has received written notification from me of its termination in such time and in such manner as to afford employer and the depository a reasonable opportunity to act on the termination notice. I understand that Wylie ISD may issue me a paper check for one payroll cycle to make any necessary changes to my bank. I acknowledge that I will bring in my new banking information within the time allotted.

SIGNATURE: _____

SOCIAL SECURITY NUMBER: _____

DATE: _____ **CAMPUS:** _____