TAMALPAIS UNION HIGH
SCHOOL DISTRICT

DIRECT DEPOSIT AUTHORIZATION FORM

Employee Name: _____ **Employee ID #:** _____

Action: New ☐ Change ☐ Cancel ☐ Hold ☐

Type of Account: Checking ☐ Savings ☐

Name of Financial Institution: _____

Please provide **one** of the following: (A) a voided check, or (B) a printout from your bank containing your account number and the bank's routing number

Employee Authorization and Acknowledgment

I hereby authorize Tamalpais Union High School District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any entries in error to my account at the financial institution named above, and authorize the financial institution to accept such entries and post them to the account indicated above.

I Understand:

- **There is a one month waiting period where only after a successful pre-notification transaction has occurred through the banking system can the direct deposit take effect.**
- Direct deposit will be suspended if a certificated employee's credential has not cleared through CTC/MCOE or the credential has expired
- A new Payroll Direct Deposit Authorization Form must be submitted if account information has changed (Name, institution, type of account, etc.)
- Direct deposit status may be suspended or rescinded, and payment made by warrant if necessary to meet payroll deadline or under other circumstances.

I agree to hold harmless and indemnify Tamalpais Union High School District and their directors, officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of TUHSD and/or its officers, employees, and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized. I acknowledge the origination of Automatic Clearing House (ACH) transactions to my account must comply with the provisions of United States' law.

_____ _____

Employee Signature **Date**