* Use this form to set up direct deposit of your pay check to all banks **EXCEPT** Merced School Employees Federal Credit Union. For the MSEFCU, sign up at the MSEFCU.

Merced City School District
Employee Automatic Payroll Deposit Authorization

I, _____(employee name),

hereby request that my monthly NET pay be automatically deposited to my checking account with

_____ (name of financial institution).

I understand and agree to the following terms and conditions:

1) A pre-notification transaction must be transmitted to MCOE's Banking Institution four weeks prior to transmitting net pay. Therefore, it will be a minimum of one payday before my net pay will be automatically deposited to my checking account.

2) The earliest date that deposits will be credited to my account will be the day of payday.

3) This authorization shall remain in effect until terminated by me in writing. Termination forms are available in the Payroll Office and must be completed by the 10th of the month to take effect on that same month's payroll.

4) If my name changes or if my bank or checking account numbers change, I may be required to start the process anew.

5) In the event I am overpaid by my school district, and my net pay has been deposited into my account, I authorize MCSD to recover the overpayment through a payroll deduction at the time the overpayment is discovered**,** or I will immediately reimburse my employer the full amount of such overpayment. The District retains the right to stop or cancel the automatic deposit of my net paycheck at any time.

6) I will hold the Merced County Office of Education and Merced City School District harmless from any actions that occur as a result of the preparation, release or transmission of payroll deposit data.

_____ _____

Employee Signature | Employee ID Number or Social Security Number

Merced City School District _____

School District | Date

Verification of Financial Institution Transit and Account Numbers

- Employee may attach a VOIDED check (not a deposit slip) to this form
- Employee may attach direct deposit account info form issued by the bank
- Employee may send this notice to his/her financial institution for completion of the following:

Enter only numbers and, if required, a hyphen for any dash cue symbol:

TRANSIT ROUTING NUMBERS | **CHECKING ACCOUNT NUMBER**

_____ _____ _____

Financial Institution | Authorized Signature | Date

* Return form to the Payroll Office

(Rev 6/2016)