

**Direct Deposit Forms** - For your protection, direct deposit forms will not be accepted by email. Please send them through district inter-office mail or bring them to the payroll office in person. If you don't have a voided check to attach, print information from the bank or credit union website.

Payroll prenotes the direct deposits on the 10<sup>th</sup> of the month. New and updated direct deposit forms received after the 10<sup>th</sup> of the month will be processed the following month.

If fraud occurs or you cancel your direct deposit account, please let payroll know immediately. This will help ensure that you receive a check on pay day if a new direct deposit form is not received by 10<sup>th</sup> of the month.