

**PAYROLL DIRECT DEPOSIT
AUTHORIZATION FORM**



San Joaquin County Office of Education

DISTRICT NAME: TRACY UNIFIED

PLEASE TYPE OR PRINT

Employee Name: Last First MI Employee Identification Number

PLEASE NOTE: Employee must contact financial institution for accurate ABA routing and account numbers. **Deposit slips may not contain correct ABA routing and/or account number information so it is important to contact your financial institution.** Complete the following Payroll Direct Deposit Authorization Form with the information received from your financial institution.

<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> CANCEL Check One		
Name of Financial Institution	Branch	Branch Phone Number
<input type="checkbox"/> Net Pay <input type="checkbox"/> Checking		
Address of Financial Institution	City	Zip Code
<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Savings		
9-Digit ABA Routing Number		Account Number

<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE <input type="checkbox"/> CANCEL Check One		
Name of Financial Institution	Branch	Branch Phone Number
<input type="checkbox"/> Net Pay <input type="checkbox"/> Checking		
Address of Financial Institution	City	Zip Code
<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Savings		
9-Digit ABA Routing Number		Account Number

I hereby authorize the SAN JOAQUIN COUNTY OFFICE OF EDUCATION (SJC OE), through BMO BANK N.A., to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any entries in error to any of my accounts indicated at the financial institution named above, and authorize the financial institution named above to accept such entries and post them to the accounts indicated above. I understand:

- Direct deposit will be suspended if a certificated employee's credential has not cleared through CTC/SJC OE or the credential has expired.
- I must submit a new Payroll Direct Deposit Authorization Form if I change any of my account(s) information (name, institution, branch, ABA routing number, type of account, etc.).
- Direct deposit status may be suspended or rescinded by the district or SJC OE, and payment made by county warrant, if necessary, to meet payroll deadlines or under other circumstances. If a county warrant is produced, it will be forwarded to the district office for distribution or mailed to my home address.

The language referenced is required by the banking industry rules that employers must follow when making direct deposits on behalf of their employees, i.e., the International ACH Transaction ("IAT") rules, pursuant to requirements of the Office of Foreign Assets Control ("OFAC").

I agree to hold harmless and indemnify the district and SJC OE and its officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of SJC OE 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 Automated Clearing House (ACH) transactions to my account must comply with the provisions of United States law.

This authorization replaces any prior authorization made by me and is to remain in effect until changed or cancelled by submission of a new Payroll Direct Deposit Authorization Form.

PLEASE NOTE: Confirm routing and account number with financial institution before submitting form.

ATTACH VOIDED CHECK OR WRITTEN VERIFICATION FROM EACH FINANCIAL INSTITUTION ABOVE.

*** IMPORTANT ***

DIRECT DEPOSIT MAY BE DELAYED IF YOU DO NOT PROVIDE ACCURATE ROUTING AND ACCOUNT NUMBERS.
Any misinformation or changes to your account (account closures) can cause up to a 15 day delay to recover and reissue your direct deposit amount.

Employee Signature

Date