

LUSD-Payroll Unit
Direct Deposit Authorization Form

PLEASE CHECK ONE ☐ NEW ☐ CHANGE ☐ CANCEL ☐ RE-ACTIVATE		Picture ID is Required
PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL		SOCIAL SECURITY NUMBER
NAME OF SCHOOL DISTRICT (IF EMPLOYED WITHIN THE OFFICE, PUT YOUR ROOM NUMBER)		CONTACT NUMBER ☐ WORK ☐ CELL
TYPE OF BANKING ACCOUNT ☐ CHECKING ☐ SAVINGS		BRANCH TELEPHONE NUMBER
NAME OF FINANCIAL INSTITUTION		
ACCOUNT NUMBER	ADDRESS OF FINANCIAL INSTITUTION	

I hereby authorize the district and the Los Angeles County Office of Education (LACOE) and/or its agents to initiate electronic deposits and, as necessary, debit corrections to previous deposits to my account.

I understand that:

- Direct deposit is not activated until 10 days following a \$0 test transaction for new or change authorization.
 - I must submit a new *Direct Deposit Authorization Form* if I change my account (name, institutuon, type of account, account number, etc.).
 - I will be charged a fee of \$30 in the event my direct deposit is rejected by my bank (or former bank) due to "account closed" or other bank related problems.

- Direct deposit may be suspended if a certificated employee's credential expires.
 - Direct deposit status may be suspended or rescinded by the district or LACOE and payment made by county warrant, if necessary, to meet payroll deadlines or under extreme conditions.
 - Direct deposit status will be temporarily suspended if wages are garnished.

I agree to hold harmless and indemnify the district and Los Angeles County Office of Education and its officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of LACOE and its officers, employees, and agents for failure or delay in making deposits and/or corrections to depositas herein authorized.

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

SIGNATURE OF EMPLOYEE X	DATE SIGNED
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ATTACH VOIDED CHECK HERE

FOR COUNTY OFFICE USE ONLY																										
FINANCIAL INSTITUTION ROUTING NO.												EMPLOYEE DEPOSIT ACCOUNT NO.														