



EMPLOYEE AND SUBSTITUTE EMPLOYEE DIRECT DEPOSIT (ACH) REQUEST FORM

How to Obtain and Submit Your Direct Deposit Confirmation PDF

A. Option 1: Obtain the Direct Deposit Confirmation in person

- a. Go in person during banking hours to your bank branch of choice
 - i. Go to the teller window at your local bank branch
 - ii. Ask for a Direct Deposit Confirmation

B. Option 2: Obtain the Direct Deposit Confirmation through your mobile banking app or online banking portal.

- a. Access Your Bank's Online Banking Portal
 - i. Log in to your bank's online banking platform.
 - ii. Navigate to the section labeled "Direct Deposit," "Account Services," or "Forms."
 - iii. Look for an option to download a pre-filled direct deposit form or a direct deposit confirmation PDF.
 - iv. If your bank offers a mobile app, you may also find the direct deposit form under the "Services" or "Forms" menu.
- b. Download the Direct Deposit Confirmation PDF
 - i. Download the form to your device.
 - ii. Ensure the form includes:
 - iii. Your bank's name and address
 - iv. Your account number and routing number
 - v. Your account type (checking or savings)
 - vi. Your name and address
 - vii. If the form is not pre-filled, you may need to enter this information manually.
- c. Review and Save the Document
 - i. Double-check all information for accuracy.
 - ii. Save the PDF to your device, ensuring it is easily accessible.
 - iii. Print the form and submit a physical copy to Oxnard Union HSD Payroll Dept.
 1. 1800 Solar Dr., Oxnard, CA 93030, District Office c/o Payroll
 2. Physical copies and signed forms are required for security reasons.
 3. Payroll cannot accept the form by email for security reasons.
- d. Confirm Receipt and Activation
 - i. Follow up with your employer to ensure they have received the confirmation.
 - ii. Be aware that it takes one pay period where pay was issued for the direct deposit to become active.