



San Benito Consolidated Independent School District

Payroll Department

240 N. Crockett Street, San Benito, Texas 78586

(T)-956-361-6160

(F)-956-361-6166

Direct Deposit Authorization Form

To enroll in direct deposit - Please complete this form and return it to the payroll office. Please print clearly all employee and banking information.

Mark one box with an "x":

New ☐

Add/Change ☐

Cancel ☐

Employee Legal Name: _____ ID# _____ Last four SS# _____

Campus/Department No.: _____ Pay Frequency: ☐ Monthly ☐ Bi-weekly

Bank information must be correct and complete. Please contact your bank to verify all information (pay special attention to the routing number you provide, as it may be different than the one printed on your checks.) You MUST be a signer on the bank account(s) for this direct deposit agreement to be activated.

PRIMARY ACCOUNT

Bank Name: _____ State: _____

Routing Number:

Account Number:

Account Type:

Checking ☐ Savings ☐

Amount: \$ _____

For the purpose of direct deposit of payroll checks only, I hereby authorize SBCISD and the depository institution(s) named above to initiate direct deposit (credit) entries and correction (debit) entries to the depository account(s) listed above.

- I certify that I have read, understood and hereby authorize my payment(s) to be electronically deposited with the institution(s) named in the designated account(s). This authorization will remain in effect until SBCISD has received written notification from me that it is to be terminated in such a time and manner for SBCISD to act on it.
- If SBCISD erroneously deposits funds into my account, I authorize SBCISD to initiate the necessary debit entries, not to exceed the total of the original amount credited for the current pay period.
- I agree to indemnify SBCISD from any claims incident to the direct deposit of my payroll check, including, without limitation, any claim based on alleged loss as a result of non-posting, of any credit, and any claim which may be made by any person as a result to the rejection of my pay checks or because of insufficient funds arising from the failure of my financial institution to post the credit to my account.
- If any actions or inaction taken by the payee results in non-acceptance of an ACH deposit by the designated financial institution, payee acknowledges that SBCISD has no responsibility to issue another payment until the funds for the non-accepted deposit are returned to SBCISD by the financial institution.
- Do not close your account until completion, delivery to, and acceptance by the payroll department of a new Direct Deposit Authorization Form marked "Change" or "Cancel".
- SBCISD payroll department will provide you with an electronic Earnings Statement each payday that will detail your gross pay, deductions and net pay. Please use Employee Access Center to obtain a copy.
- Employees should check their accounts before writing any checks; especially new participants, until they are sure all is correct with their bank.
- Attach a Voided Check or Bank Card reflecting routing and account numbers.

Employee Signature

Date