

---

---

**ADMINISTRATIVE REGULATIONS**  
**SECTION: Payroll**  
**SUBJECT: Direct Deposit of Payroll**

---

---

**PAY-8**

**03/01/04**

---

---

Employees may have their payroll check deposited to their choice of any bank, provided the bank is a member of the Automated Clearing House (ACH). The deposit may be made to either a checking or savings account. The employee may end the arrangement at any time.

Employees who are employed on a full-time status in the Nederland Independent School District are eligible for Direct Deposit of Payroll. Part-time and substitute employees are not eligible.

Applications may be made at any time. Direct deposit of payroll will begin approximately 60 days following receipt of the properly executed Direct Deposit of Payroll Application form (PAY-8F/A):

- ◆ obtain form from district Payroll Office
- ◆ complete form
- ◆ attach voided blank deposit slip
- ◆ submit to district Payroll Office

Employees will receive a “pay slip” showing their wages, taxes, and other deductions. The employee’s bank statement will also show the date and the amount of the deposit.

It is possible that production problems concerning power failure, inclement weather, or technical operations may prevent the direct deposit of payroll. Should a rare production problem prevent a direct deposit, then a regular paycheck will be issued. Immediately upon receipt, each check stub should be reviewed for accuracy.

Direct deposit can be discontinued at any time by giving a written notice (PAY-8F/B) to the district Personnel Office. In the event of an emergency situation, the written request should be personally delivered to the district Payroll Office.

Bank accounts should be closed **only** after a written notice to discontinue direct deposit has been received and processed by the Payroll Office. When your checks are again being received without direct deposit, you should then close a bank account without concern about your funds being sent to the wrong place.

Questions about direct deposit of payroll should be directed to the district Payroll Office by calling 724-2391, ext 1225.

## DIRECT DEPOSIT OF PAYROLL APPLICATION FORM

A Deposit Slip Must be Attached

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |  |  |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|
| Name                                                            |                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |  |  |
| Identification No.                                              |                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |  |  |
| School or Department                                            |                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |  |  |
| Name of Banking Institution                                     |                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |  |  |
| City/State of Bank                                              |                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |  |  |
| Bank Routing Number<br>(get this from your bank representative) | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table> |  |  |  |  |  |  |  |  |  |
|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |  |  |

### PLEASE SELECT ONLY ONE TYPE OF ACCOUNT

|                       |  |                                |                                |
|-----------------------|--|--------------------------------|--------------------------------|
| C<br>H<br>E<br>C<br>K |  | Deposit to my checking account | My checking account number is: |
| O<br>N<br>E           |  | Deposit to my savings account  | My savings account number is:  |

### EMPLOYEE AUTHORIZATION

|                                                                                                                                                                                                         |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Nederland Independent School District is authorized to debit or credit my bank account listed above in order to accurately implement and maintain the <b>DIRECT DEPOSIT OF PAYROLL</b> benefit program. |  |
| Signature of Employee                                                                                                                                                                                   |  |

### BANK VERIFICATION

|                                                                                                                                                                                                  |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| This is to certify that our bank is prepared to accept Direct Deposit of Payroll for the employee/banking customer, for the transit and routing number, and for the account number listed above. |                    |
| Name of Banking Institution                                                                                                                                                                      | City/State of Bank |
| Signature of Bank Representative                                                                                                                                                                 | Date               |

***When completed, this form with a deposit slip attached, should be mailed to:***

Nederland Independent School District  
PAYROLL DEPARTMENT  
220 N. 17<sup>TH</sup> STREET  
NEDERLAND, TX 77627

**Nederland Independent School District  
220 N. 17<sup>th</sup> Street  
Nederland, Texas 77627**

**AUTHORIZATION TO DISCONTINUE DIRECT DEPOSIT**

|                             |  |
|-----------------------------|--|
| Name                        |  |
| Identification No.          |  |
| School or Department        |  |
| Name of Banking Institution |  |
| City/State of Bank          |  |
| Account Number              |  |

Notice is given to discontinue direct deposit to the above account as soon as possible

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date