Memo

PERRIS UNION HIGH SCHOOL DISTRICT

To: All PUHSD Employees
From: Mimi Capistrano, Director of Fiscal Services
Date: March 4, 2026
Re: Direct Deposit Authorization Form in Informed K12

Dear PUHSD Employees,

We are pleased to announce that the Direct Deposit Authorization Form is now available digitally through Informed K12.

If you are updating or changing your current direct deposit information, or enrolling in direct deposit for the first time, please complete the Informed K12 form by clicking HERE, or by visiting puhsd.org → Business Services → Forms & Documents → Payroll → "Direct Deposit Form."

This new digital process offers:

- Faster processing for updates and new enrollments
- Greater accuracy with fewer manual entry errors
- Secure and convenient submission from any device

If you have any questions or need assistance, please contact DO-Payroll@puhsd.org.

You can find more in depth Instructions for completing the Direct Deposit Form Here.

Thank you for your cooperation as we streamline our processes and continue to enhance service to all employees.