SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

To Enroll in Direct Deposit, complete and sign this form and send the original to your district payroll department. A bank authorization form or voided check is required for all set up or change requests. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for electronic deposits.

DIRECT DEPOSIT AUTHORIZATION FORM

EMPLOYEE INFORMATION

LAST NAME, First Name, Middle Initial	Employee ID Number(EID)
NAME OF SCHOOL DISTRICT/ WORK LOCATION/ WORK SITE	Work Telephone Number

ENROLLMENT OR CHANGE AUTHORIZATION

(Complete this section for new enrollment, financial institution or account changes).

PRIMARY ACCOUNT: (This is the primary account where your paycheck is deposited)

SELECT ONE: ☐ New Set Up ☐ Change Account ☐ Cancel Direct Deposit

ACCOUNT TYPE (CHECK ONE) ☐ Checking ☐ Savings

BANK OR CREDIT UNION NAME	CITY	STATE	* ROUTING #	* ACCOUNT #

Please provide a voided check or direct deposit authorization form for this account

SECOND ACCOUNT (optional) $ amount of net pay: $

SELECT ONE: ☐ New Set Up ☐ Change ☐ Cancel Direct Deposit

ACCOUNT TYPE (CHECK ONE) ☐ Checking ☐ Savings

BANK OR CREDIT UNION NAME	CITY	STATE	* ROUTING #	* ACCOUNT #

Please provide a voided check or direct deposit authorization form for this account

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 and agree to the following::

- Direct deposit status is not activated until 10 days following a successful bank authorized test transaction for a new or changed account designation authorization.
- I must submit a new form immediately upon an employee initiated bank account change. Failure to do so may delay payment to the employee for the impacted timeframe.

-Direct Deposit status may be suspended or rescinded by the district

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 deposits as herein authorized.

Note: Second Account set up not available until August 2026

Info. Bul. No. 5470

EMPLOYEE SIGNATURE **DATE**