



Automatic Pay Deposit Enrollment Agreement

CRITICAL THAT YOU NOTIFY THE PAYROLL DEPARTMENT WHEN YOU HAVE CHANGED BANKS/ACCOUNTS

Name: _____ Social Security #: _____

School District of Employment: _____

Option: ☐ Checking Account (**attach voided check**)*
☐ Savings Account (**attach copy of statement with account and transrouting numbers**)*

I hereby authorize my above named employer to initiate credit entries to my checking or savings account in order to directly deposit wages paid by my employer. I understand and agree to the following as a result of participation in this Automatic Pay Deposit (APD) program.

A. This enrollment agreement is effective for the first payroll period in which it is received by the district prior to the cutoff date established by the district for processing that payroll.

B. For the first payroll period this agreement is effective, a pre-notification is sent to the enroller's bank confirming the existence of the account number and the bank's participation in the APD program. A regular payroll check will therefore be issued for the first month. For subsequent payroll periods only, an e-stub will be issued. The amount of the check will be directly deposited into the account and available to the participant on the pay date.** The participant should confirm this deposit with the bank after the first scheduled APD.

C. Termination of this agreement must be made by written notification to your payroll department to be effective for the first payroll period in which it is received prior to the cutoff date established for processing that payroll. Such notice should include your name, social security number, and school district of employment.

When an employee resigns and/or is terminated, they may be removed from the APD program and their final payment will be a paper check. This will be at the discretion of the district.

D. If an APD cannot be credited to an account, the bank will reject the APD and reroute it back to the issuing bank. This return process may take several days and will be subject to a bank processing fee currently set at \$12.00.*** Participants in this program agree that if this happens they will wait for the funds to be received by the employer before receiving a payroll check and that the processing fee will be deducted from employee's next check.

E. Wages that become subject to garnishment or levy by judicial action may possibly be dropped from the APD program.

Name (Please Print): _____

Signature: _____ Date: _____

* Must accompany application or will not be processed.

** Verify with your financial institution as to the exact time of deposit.

*** Will change according to bank charges.