Mt. Diablo Unified School District

1936 Carlotta Drive
Concord, CA 94519
(925) 430-5097

Direct Deposit Authorization

- Please complete this form and return it to the payroll department. **(Please note: For security purposes, all direct deposit changes must be made in person at the Payroll Department with a valid photo ID)**
- Be sure to include a voided (cancelled) check from your checking account. If a voided check is not available, please provide bank documentation that lists your routing and bank account numbers. These documents will be used to verify the account details written below.

Name:	**Employee ID:**
Name of the Bank / Financial Institution:	
Account Number:	
Please check the applicable option: Checking ☐ Savings ☐	

Attach Voided Check Here

I hereby authorize the Mt. Diablo Unified School District to deposit my net pay to the above Financial Institution electronically into my account each payday, and to initiate any necessary adjustments for entries made in error to my account.

Signature _____ Date _____

This authority is to remain in effect until you have received written notification from me of its termination.

* I understand that my payroll will be delayed if I change my bank account without notifying the district one month in advance.