



DIRECT DEPOSIT AUTHORIZATION FORM

Employee Information

Last Name

First Name

Employee ID Number

(Internal Use Only)

☐ New Enrollment

☐ Change

☐ Payroll

☐ Reimbursements

Primary Account

Financial Institution Name: _____

Account Type: ☐ Checking ☐ Savings

Amount to Deposit: Net Pay

9-Digit Routing Number: _____ **Account Number:** _____

Secondary Account (optional)

Financial Institution Name: _____

Account Type: ☐ Checking ☐ Savings

Amount to Deposit: \$ _____

9-Digit Routing Number: _____ **Account Number:** _____

Authorization to Deposit: I authorize Post Falls School District (PFSD) to deposit my net pay into the above designated account(s). I understand that each bank posts funds at different times and that PFSD has no control over the timing of the deposit. Additionally, I understand that PFSD is not responsible for bank errors or fees. I understand that I have the right to revoke authorization of direct deposit at any time and receive payment by other means. This authorization is to remain in effect until PFSD receives written notice from me of its termination in such time as to afford PFSD reasonable time to act on it.

Pay Stub Acknowledgment: I understand that PFSD utilizes an electronic pay stub for all employees and it is my responsibility to review my Wage Statement (pay stub) on a regular basis and notify PFSD of any incorrect payment(s).

Overpayment Agreement: If the amount deposited by PFSD exceeds the amount due to me, I hereby authorize PFSD to recover the overpayment from the above designated account(s) or withhold the overpayment from future wages due.

Closing Bank Account Acknowledgement: I understand that I must notify PFSD prior to closing the above designated account(s). If PFSD attempts to deposit my net pay into a closed account, I understand that PFSD assumes no responsibility for processing a supplemental payment until the amount of the non-acceptance is returned by the financial institution to PFSD.

Signature

Date

Return to Payroll at the PFSD Office
Please attach a voided check or bank document