

Plumas Unified School District & Plumas County Office of Education
Payroll Department

AUTOMATIC PAYROLL DEPOSIT AUTHORIZATION

In order to initiate automatic payroll deposit, please complete the form below and return it to the payroll department.

To facilitate processing your authorization, please **ATTACH** a **VOIDED** or **PHOTO COPIED CHECK** if you are depositing to a checking account. **DO NOT SIGN THE CHECK**, write **VOID** in ink across the center. Do not write on the pre-printed bank account numbers at the bottom of the check.

I hereby authorize Plumas Unified School District/Plumas County Office of Education to initiate deposits (credits) and/or corrections to the financial institution indicated below. The financial institution is authorized to credit and/or correct the amounts to my account. This authority is to remain in full force and effect until either I revoke it by giving 10 days prior written notice to the company designated above or upon termination of my employment with such employer. **If separated or laid off for more than 1 month (not including summer break) your account will become inactive until you provide us with your updated information.**

Employee Name: _____ SS# _____

Mailing Address: _____

Financial Institution: _____ City: _____ State: _____

Account Number: _____ Routing Number: _____

Start Change Cancel

Checking ~ Net Check or \$ Amount _____

Savings ~ Net Check or \$ Amount _____

Signature: _____ Date: _____

Please remember that if you are just starting or changing to a new account, there will be one test month, before we can activate your direct deposit. If you have any questions, please call or email Chris Retallack at 283-6500 ext.5231; clret@pcoe.k12.ca.us