

PLANADA ELEMENTARY SCHOOL DISTRICT

P.O. Box 236, Planada, CA 95365

EMPLOYEE AUTOMATIC PAYROLL DEPOSIT AUTHORIZATION

I, _____ (NAME), HEREBY REQUEST THAT MY MONTHLY NET PAY BE AUTOMATICALLY DEPOSITED TO MY [] CHECKING [] SAVINGS ACCOUNT WITH _____ (FINANCIAL INSTITUTION).

I UNDERSTAND AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

- 1. For new enrollees, a prenotification transaction must be transmitted to MCOE's Banking Institution four weeks prior to transmitting net pay. Therefore, it will be a minimum of one payday before my net pay will be automatically deposited to my checking account.
2. The earliest date that deposits will be credited to my account will be the day of payday.
3. This authorization shall remain in effect until terminated by me in writing. Termination must be completed 25 DAYS prior to payday.
4. If I am off the payroll for 90 days or more, if my name changes, or if my bank or checking/savings account numbers change, my status will revert to that of a new enrollee and it will be a minimum of one month before the automatic depositing of my net pay will resume.
5. In the event I am overpaid by Planada Elementary School District, and my net pay has been deposited into my account, I will immediately reimburse Planada Elementary School District "THE FULL AMOUNT OF SUCH OVERPAYMENT".
6. I will hold Planada Elementary School District harmless from any actions that occur as a result of the preparation, release, or transmission of payroll deposit data.

Employee Signature Employee SSN Date

VERIFICATION OF FINANCIAL INSTITUTION TRANSIT AND ACCOUNT NUMBERS:

- 1. Employee may give PLANADA ELEMENTARY SCHOOL DISTRICT a VOIDED CHECK. OR

2. Employee may send this notice to his/her financial institution for completion of the following:

TRANSIT ROUTING NUMBERS

CHECKING OR SAVINGS ACCOUNT NUMBER

Grid for transit routing numbers

Grid for checking or savings account number

NOTE: When completing account information, enter only numbers and, if required, a hyphen for any dash cue symbol.

Signature-Bank Representative Financial Institution Date