

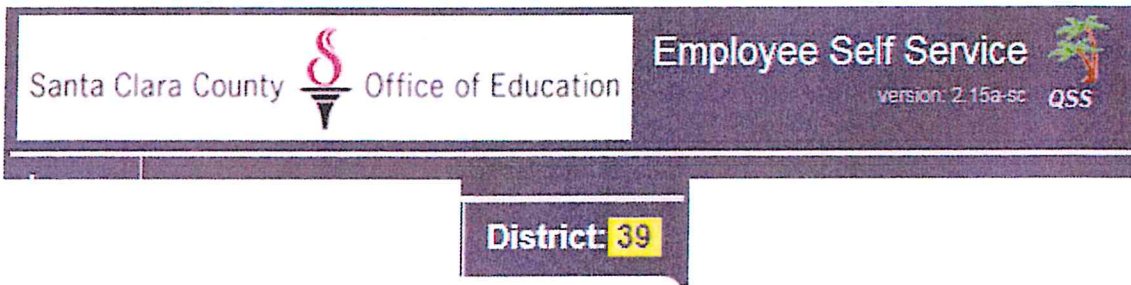


## The Union School District encourages you to sign up for Direct Deposit!

- Please fill out the below authorization agreement and attach a voided check
- Your “10<sup>th</sup> of the Month” paycheck will be directly deposited into your checking and/or savings account
- Allow up to two (2) pay periods for activation

Once Direct Deposit has been established:

- Pay warrant and tax information is available online at <https://ess.sccoe.org/>
- Choose District 39. Sign up using any valid email account
- Refer to Registration Information page for instructions



When completed, please submit this form **along with a voided check** with your application packet, or send the form and voided check to:

Union School District,  
5175 Union Avenue, San Jose, CA 95124  
Attn: Payroll Department  
408-377-8010

### DIRECT DEPOSIT AUTHORIZATION AGREEMENT

#### Direct Deposit Authorization Agreement

 ADD CHANGE CANCEL

I hereby authorize Union School District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the bank /credit union named below to credit and debit the same entries to such account.

**BANK/CREDIT UNION** \_\_\_\_\_

**BANK TRANSIT NO.** \_\_\_\_\_ **ACCOUNT NO.** \_\_\_\_\_

 CHECKING SAVINGS

This authorization is to remain in effect until Union School District has received written notification from the employee requesting termination of this Agreement or upon termination of employment from the District.

**NAME (print):** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Reminder:** Attach a voided check to validate account information. Return form to Payroll for processing. Allow 2 months for the direct deposit to take effect.