

DIRECT DEPOSIT AUTHORIZATION

NEW OR CHANGE CANCEL

NAME: _____ EID OR LAST FOUR OF S.S.# _____

NAME OF BANK/CREDIT UNION/SAVINGS & LOAN _____

CHECKING SAVINGS

I hereby authorize the above named District and the Los Angeles County Office of Education (LACOE), and/or their agents, to initiate electronic deposits and, as necessary, debit corrections to previous deposits, to the above account.

I understand: Direct Deposit status is not activated until 10 days following a \$0 test transaction for new or change authorizations.
I must submit a new authorization form if I change my account (name, institution, type of account, etc.)
Direct Deposit status will be temporarily suspended if wages are garnished.
Direct Deposit status may be suspended or rescinded by the District or LACOE and payment made by county warrant, if necessary to meet payroll deadlines or under other extreme conditions.

I agree to hold harmless and indemnify the District and LACOE, and their officers, employees and agents from any claim or demand of whatever nature, including those based upon negligence of the District and LACOE and their officers, employees and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized.

This authorization replaces any previously made by me and is to remain in effect until changed or cancelled by submission of a new Direct Deposit Authorization form.

Signature: _____ Date: _____

Please attach a voided check OR Electronic Direct Deposit from your Financial Institution

ATTACH VOIDED CHECK HERE

FOR PAYROLL USE ONLY

FINANCIAL INSTITUTION ROUTING NO. _____

EMPLOYEE DEPOSIT ACCOUNT NO. _____

Prenote: _____ Pos: _____ Pay Cycle: _____

Revised 8/15/17

INFORMATION FOR EMPLOYEES CONSIDERING DIRECT DEPOSIT

Direct Deposit permits your net pay to be electronically transferred directly to your checking or savings account. Instead of a paycheck, you receive an “advice” of amount deposited attached to your pay stub.

If you want to participate in direct deposit, complete a Direct Deposit Authorization form. Attach a voided check.

Why Participate

1. No standing in line at your bank, credit union or S & L. Your pay goes directly into your account automatically.
2. Some banks offer reduced service charges if the account holder uses direct deposit. Check with your bank to find out.
3. Some financial institutions post to automated teller (ATM) systems before regular banking hours, sometimes even the evening before.
4. All activity is included on your regular bank statement.

Other Considerations

The bank clearing system for direct deposit is the same as used for virtually all checks and paperless transactions. To be on direct deposit, your bank, S & L, or credit union must be a member of NACHA (National Automated Clearing House Association). Most institutions are.

Individual financial institution computer systems differ. You may want to call your financial institution to find out when accounts are posted.

After submitting your DD authorization form, a \$0 amount “pre-notification test” deposit is processed through the bank clearing system. When this pre-notification test occurs, you will receive a pre-notification “advice” indicating the date your direct deposit status will become active. You will be notified if your bank reports any problem with the test transaction.

A garnishment order will temporarily suspend direct deposit status.

It will be your responsibility to complete a new authorization form if you want to cancel direct deposit, or if there is a change in the account, such as a change in name the account is under, or a change from one bank account to another.

**SUBMIT YOUR DIRECT DEPOSIT AUTHORIZATION FORM TO: PAYROLL DEPT.
DISTRICT OFFICE**