

Anderson Union High School District
1469 Ferry Street, Anderson, Ca 96007
(530) 378-0568 FAX: (530) 378-0834

EFT/DIRECT DEPOSIT

Effective January 1, 2001, the Anderson Union High School District began offering Electronic Fund Transfer (EFT)/Direct Deposit of payroll checks. This is an “open-ended” offer and you may participate any time you wish.

How to sign up:

- Complete the EFT/Direct Deposit Authorization form and return it to the **District Office, Attention: Payroll**, along with a voided check. The authorization form must be received by the 15th of the month in order to be effective for that month. This date is subject to change if the payroll cutoff is early.
- The first month will always be a “TEST” month. A test payroll will be sent to your financial institution to verify the accuracy of your bank codes and bank account number. You will receive a regular paycheck until we receive verification from you bank that the records being transmitted to them are correct.
- Direct deposit can only be done for your regular salary paycheck. Supplemental payrolls, “demand/hand checks” and deferred checks are not eligible for direct deposit.
- Corrections to amount deposited to employees account must be processed on the next regular payroll run.
- Notify the District Office Payroll Department immediately of any changes to your account. Any misinformation or changes to your account (such as closing your account) could cause up to a 10-day or longer delay in recovering your funds.

If you have any questions, please call Jennifer Forbes at 378-0568, ext. 10013.

ANDERSON UNION HIGH SCHOOL DISTRICT

EFT (Electronic Funds Transfer)/DIRECT DEPOSIT AUTHORIZATION

NEW REQUEST

ACCOUNT NUMBER CHANGE/BANK CHANGE

For checking account deposits, attach a voided check to this form.

For savings account deposits, we need the account ID number and transit routing number. If in doubt, contact your financial institution. Any missing or incorrect information will cause delays in enrollment.

In most instances, your authorization for EFT/Direct Deposit will be activated after at least one full pay cycle to allow for a TEST payroll period. During this time, you will receive a regular (paper) paycheck. Supplemental pay, demand pay or deferred pay will **NOT** be eligible for direct deposit.

AUTHORIZATION

PLEASE PRINT OR TYPE

SELECT ONE:

CHECKING

SAVINGS

Name of Payee (last, first, middle initial)	
Social Security #	
Home Mailing Address	
City	
State/Zip	
Name of Financial Institution	
Branch Name & Telephone #	
Account #	
Routing/Transit #	

I authorize the Anderson Union High School District to initiate accounting transactions to deposit my net pay directly into the account indicated above and to correct any errors which may occur from these transactions. I also authorize the Financial Institution to post these transactions to the account. This authorization form is to remain in force until Anderson Union High School District receives written notice from me to cancel or change this authorization.

Employee Signature

Date

CANCELLATION

Complete this section to CANCEL the Direct Deposit Authorization

Effective Date		Account #	
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I hereby cancel the authorization for the Anderson Union High School District to initiate direct deposits into my current checking/savings account.

Employee Printed Name

Employee Signature

Date

Payroll Use Only: