



## AUTHORIZATION FOR DEPOSIT OF NET PAY

Employee Name	Date	Employee Number
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**ATTACH VOIDED CHECK OR OFFICIAL DOCUMENT INDICATING ACCOUNT HOLDER NAME, ACCOUNT NUMBER, AND ROUTING NUMBER**

I hereby authorize Bamberg School District Two to deposit my net pay with the institution(s) below for credit to my account and understand that this authorization will remain in effect throughout my employment unless cancelled by Bamberg School District Two. Direct deposit is mandatory for all employees. ***I have read, understand, and agree to abide by the criteria below regarding electronic funds transfer.***

I authorize Bamberg School District Two to initiate credit entries and to initiate, if necessary, debit entries and adjustments for credit entries to my account in error as indicated on this form and the financial institution(s) named below.

- Financial Institution(s) as used on this form means the employee’s bank, credit union, or similar establishment.
- The payroll deposit authorized by the employee’s signature is accomplished by electronic funds transfer and is covered by a number of regulations designed to safeguard the integrity of the employee’s account. The funds deposited will be available to the employee for withdrawal by all usual means on the scheduled District payday.
- This authorization must include a voided check correctly reflecting the employee’s financial institution(s) and the account number. If a voided check is not available, an official document indicating name, account number and routing number is acceptable. No authorization will be processed without this information.
- The District assumes no responsibility for any relationship between the employee and financial institution(s), except to accurately provide the employee’s account number as given, with the deposit to the financial institution(s) involved.
- ***The electronic funds transfer system requires pre-notification of all account numbers. Therefore, new information must be in the payroll system at least 10 days prior to the scheduled payday. A regular payroll check will be provided if an employee does not have direct deposit information in the payroll system.***
- An employee may not completely cancel participation in Direct Deposit. All changes to existing direct deposit information, including closing accounts and adding new accounts, must be done using the Employee Space self-service system.
- The District assumes no responsibility to issue a paycheck to any employee whose deposit could not be processed due to the account being closed, or any other reason, until the receiving financial institution has returned such deposit to the District.

Name of Financial Institution: _____ (This is the default account)	
Checking:    % _____ \$ _____ (Amount)	Savings:    % _____ \$ _____ (Amount)
Name of Financial Institution: _____ (Must be flat amount)	
Checking:    \$ _____ (Amount)	Savings:    \$ _____ (Amount)
Name of Financial Institution: _____ (Must be flat amount)	
Checking:    \$ _____ (Amount)	Savings:    \$ _____ (Amount)

Employee Signature: \_\_\_\_\_