

DIRECT DEPOSIT AGREEMENT

Please MARK type of Change

- | | |
|--|--|
| <input type="checkbox"/> Add (First Time Set Up) | <input type="checkbox"/> Change Checking Account |
| <input type="checkbox"/> Stop (Stop Direct Deposit, prefer live check) | <input type="checkbox"/> Change Savings Account |

I hereby authorize **Milpitas Unified School District**, hereafter called the District, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my/our account indicated below and the depository named below, hereafter called depository, to credit and debit the same entries to such account.

Depository Name (Bank's Name)

City	State	Zip Code
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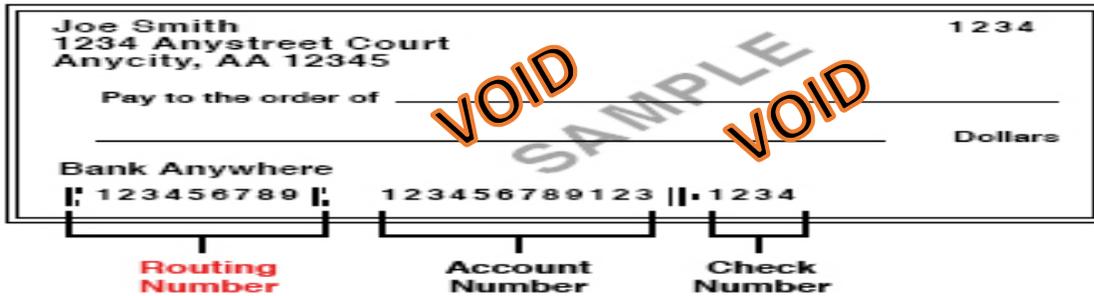
Routing numbers (write all the numbers)	Account number (write all the numbers)
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- | | |
|---|--|
| <input type="checkbox"/> Checking Account | <input type="checkbox"/> Savings Account |
|---|--|

For Checking Account : Must attach Voided Blank Check	OR	For Savings Account : Must attach Deposit Slip to validate account
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Net pay CANNOT be deposited to more than one account per employee.

Image result for IMAGE DIRECT DEPOSIT SAMPLE



This authority is to remain in full force and effect until the District has received written notification from me on its termination in such time (10 days) and in such manner as to afford the District and the institution a reasonable time to act on it, or upon termination of my employment from the District. I have read the Direct Deposit agreement and understand that I should have automatic overdraft protection before signing up for the plan.

******Direct Deposit takes two months******

The first month, first pay check, is a test run of your account (will be a live check); if test run is correct, the next pay check will be a direct deposit. Only live checks are printed out. **There will be no paper pay stub available. To obtain copies of pay stub and W-2, you must register at <https://ess.scooe.org/> (Employee Self-service). Payroll does not keep paper copies of your pay stubs.** Pay checks are available between 9 a.m. and 4 p.m. Uncollected pay checks after 4 p.m. are mailed out.

Employee Signature	Full Name	SSN	Date
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Co-owner Signature (joint account)	Date
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DIRECT DEPOSIT AGREEMENT

Any change to your name, bank routing number, or account number MUST be reported in writing to the Payroll Office on or before the 10th of the month in which the change was made. You also MUST notify the Payroll Office prior to closing your account. Your pay may be delayed if you do NOT notify us. Should notification not reach the Payroll Office by the 10th, a \$15.00 charge will be deducted from your next payroll warrant

If an error is discovered in the employee's pay, the District cannot stop the deposit from being processed. Underpayments, if necessary will be handled through the issuance of a supplemental warrant. This type of payment will not be processed through the Direct Deposit system. Overpayments will be corrected in the subsequent pay period.

ADDITIONAL COMMENTS

In offering a direct deposit plan and having to process data to many different financial institutions, there are many variables over which the District has no control. In order to minimize the possible effects of these variables, the banking industry suggests you do the following:

1. Notify your financial institution that you are now on a direct deposit system with your district.
2. If your deposit is going to a checking account, you should have Automatic Overdraft protection to protect you in the event of a processing failure in the banking system. This overdraft protection is generally accomplished through
3. Individual financial institution computer systems differ. You may want to call your financial institution to find out when accounts are posted.
4. After submitting your Direct Deposit Authorization form, a \$0 amount "pre-notification test" (dry-run) deposit is processed through the bank clearing system. When this pre-notification test occurs, you will receive a pre-notification "test-voucher" indicating the date your direct deposit status will become active. You will be notified if your bank reports any problems with the test transaction.
5. Net pay CANNOT be deposited to more than one account per employee.
6. A GARNISHMENT ORDER WILL TEMPORARILY SUSPEND DIRECT DEPOSIT STATUS.
7. REMEMBER, it is 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 the name the account is under or a change from one branch to another. Should the change not reach the Payroll Office by the 10th of the month and a problem occurs, you will be charged a \$10.00 fee.
8. ALL INCOMPLETE AUTHORIZATION AGREEMENTS WILL BE RETURNED TO THE EMPLOYEE AND COULD DELAY THE START DATE.

Please contact Payroll Dept. at 408-635-2600 x6027, X6012, X6021, X6026 if you have any questions.