

El Dorado School District Payroll Direct Deposit Guidelines

1. All of your check will be deposited into a single checking or savings account. No partial check deposits or split deposits into more than one account will be allowed.
2. Direct deposit may be elected at the beginning of or during the year. Once the election is made, your direct deposit remains in effect until the end of the fiscal year. Requests to revert back to a cashable paycheck will be accepted each summer between June 15 and July 31. If no election is made, the direct deposit election rolls over automatically each year. Employees not currently on direct deposit, as well as new hires during the school year, may elect to receive their paychecks by direct deposit, provided authorization forms are completed and turned in by the last day preceding the month you will receive your first pay via direct deposit (for example: if you want your direct deposit to begin with the February 30 paycheck, we must receive the forms no later than January 31).
3. No fees are charged for this service at this time. You will be notified no less than thirty (30) days in advance of any change regarding fees and will be given the opportunity to discontinue the service at that time.
4. You must provide a voided personalized check attached to the authorization agreement.
5. If there is an error on your check connected with a deduction amount, any adjustments will be made to you on the next normal pay date.
6. If necessary you may change financial institutions during the year. You must give us a thirty (30) day notice and complete the required forms in the business office. It is your responsibility to inform the business office if you close an account.
7. Unforeseen circumstances may delay your deposit from reaching your account on payday; APSCN, P.C., internet, or satellite failure, individual bank problems and acts of God.
8. Your summer checks (June & July) will be direct deposited on June 20th.

Authorization Agreement for Automatic Payroll Deposits

I hereby authorize El Dorado School District #15 to deposit to my account the net amount that I am due for any pay period with the same effect has been issued to me for such amount. I also authorize the financial institution indicated below to credit the same such account. Should an over-deposit be made the financial institution is authorized to debit my account and return to district the amount of such overage.

I also agree that District #15 shall have no liability to me for any damage to me arising out of or anyway connected with automatic payroll deposits. I agree and understand that deposits to my account could be late due to APSCN, computer failure, satellite, or individual bank problems, and acts of God.

Financial Institution Name _____

Routing # _____ Account # _____

This authority is to remain in full effect for each school year or until you give the district written notification by the last day of July that you wish to terminate agreement. I agree that, if it becomes necessary to change financial institutions or my account number, I will give the Business Office a sufficient notice to process my direct deposit correctly and complete all necessary forms.

Employee Name _____ SSN _____

Employee Signature _____ Date _____