

Delhi Unified School District  
9716 Hinton, Delhi, CA 95315  
(209) 656-2040

### EMPLOYEE AUTOMATIC PAYROLL DEPOSIT AUTHORIZATION

I, \_\_\_\_\_ (NAME), HEREBY REQUEST THAT MY  
MONTHLY NET PAY BE DEPOSITED TO MY CHECKING ACCOUNT WITH  
\_\_\_\_\_ (NAME OF FINANCIAL INSTITUTION)

#### I UNDERSTAND AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

- For new enrollees, a pre-notification transaction must be transmitted to the Banking Institution four weeks prior to transmitting net pay. Therefore, it will be minimum of one payday before my net pay will be automatically deposited to my checking account.
- The earliest date that deposits will be credited to my account will be the day of payday.
- This authorization shall remain in effect until terminated by me in writing. Termination must be completed **25 days** prior to payday.
- If I am off the payroll for 90 days or more, if my name changes, or if my bank or checking account numbers change, my status will revert to that of a new enrollee and it will be a minimum of one month before the automatic depositing of my net pay will resume.
- In the event that I am overpaid by Delhi Unified School District and my net pay has been deposited into my account, I will immediately reimburse Delhi Unified School District **"THE FULL AMOUNT OF SUCH OVERPAYMENT"**.
- I will hold the Delhi Unified School District harmless from any actions that occur as a result of the preparation, release, or transmission of payroll deposit data.

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

\_\_\_\_\_  
Employee SSN#

\_\_\_\_\_  
Date

Employee **MUST** provide the Delhi Unified School District Payroll Department a **VOIDED** check.

Please attach **VOIDED CHECK** here.