

# Somerset County Public Schools

## Automatic Payroll Direct Deposit Authorization

Please deposit my semi-monthly net payroll amount into the appropriate banking institution according to my instructions stated below. I understand these funds will be deposited as requested until such a time as I notify the Board of Education, in writing, to terminate or change the arrangement. I understand that by electing direct deposit I will not receive a paper voucher but will instead receive an eVoucher which will be available for viewing up to two days prior to the pay date. I also understand that this agreement may be terminated by Somerset County Public Schools (SCPS).

SCPS offers up to seven (7) direct deposit options: three (3) amount distributions, three (3) percentage distributions and one (1) 100% net distribution. I understand that a separate form must be completed for each direct deposit option elected. I also understand that, regardless of the number of direct deposit options elected 100% of my net payroll amount must be deposited.

Select one:                      Enrollment                      Cancellation                      Change  
Deposit Type:                      Amount    \$ \_\_\_\_\_                      Percentage    \_\_\_\_\_ %                      100% Net  
Bank Name                      \_\_\_\_\_  
Account Type                      Checking                      Savings  
Bank Routing Number:                      \_\_\_\_\_                      Bank Account Number:                      \_\_\_\_\_

### Attach Voided Check

(not required for savings accounts)

New Direct Deposits and changes to bank and/or bank account numbers are subject to a 'pre-note' process with the bank prior to becoming effective. Direct deposits will begin approximately 1-2 pay-cycles after the successful completion of the pre-note process. Paper checks will be issued until the direct deposit is cleared through the pre-note process.

In the event that Somerset County Public Schools notifies the Bank(s) that funds to which I am not entitled to, have been deposited inadvertently, I hereby authorize and direct the Bank(s) to return said funds to SCPS.

\_\_\_\_\_  
Print Name                      Employee ID  
\_\_\_\_\_  
Authorized Signature                      Date  
If you do not have a SCPS email address please indicate the email address where you would like your eVoucher notification sent:                      \_\_\_\_\_  
Email address

For Office Use Only

|              |      |
|--------------|------|
|              |      |
| Processed by | Date |

## DIRECT DEPOSIT INSTRUCTIONS

### 1. To enroll:

- Complete a **Somerset County Public Schools Automatic Payroll Direct Deposit Authorization** form selecting **Enrollment**.
  - If the account you wish to use is a checking account, attach a **voided check** to the form.
  - If the account you wish to use is a savings account or you do not have a blank check, contact your financial institution to obtain the **Bank Routing Number**.
- Complete a separate form for **each** direct deposit option you elect. SCPS offers up to seven (7) direct deposit options: three (3) amount distributions, three (3) percentage distributions and one (1) 100% net distribution. If you deposit to only one account, you only need to complete information for that account. If you split your pay between a checking account and a savings account you must provide a form for both the checking and the savings account.
- Return the signed form to the Finance Department.

### 2. To make changes to your currently active direct deposit:

- To make changes to your direct deposit a new signed direct deposit form is required.
- Complete a **Somerset County Public Schools Automatic Payroll Direct Deposit Authorization** form selecting **Change**, enter the account information of the direct deposit option you wish to change and note all necessary changes.
- Return the signed form to the Finance Department.

### 3. To cancel your currently active direct deposit:

- To cancel your direct deposit a new signed direct deposit form is required.
- Complete a **Somerset County Public Schools Automatic Payroll Direct Deposit Authorization** form selecting **Cancellation** and enter the account information of the direct deposit option you wish to cancel.
- Return the signed form to the Finance Department.

### 4. Pre-Note Process:

- New Direct Deposits and changes to bank and/or bank account numbers are subject to a 'pre-note' process with the bank prior to becoming effective.
- Direct deposits into your account will begin approximately 1-2 pay-cycles after the successful completion of the pre-note process.
- You will receive a paper check until the direct deposit is cleared through the pre-note process.