

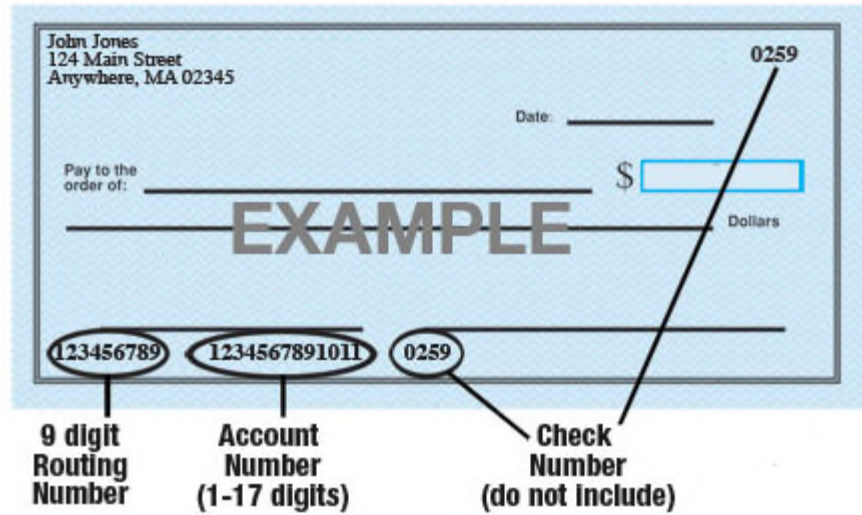
Direct Deposit Authorization Form

Please print and complete ALL the information below.

Employee Name: _____

Address: _____

City, State, Zip: _____



Name of Bank: _____

Account #: _____

9-Digit Routing #: _____

Amount: \$ _____ or Entire Paycheck

Type of Account: Checking Savings (Circle One)

Name of Bank: _____

Account #: _____

9-Digit Routing #: _____

Amount: \$ _____ or Balance Remaining

Type of Account: Checking Savings (Circle One)

The District is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel in writing.

Employee Signature: _____

Date: _____

FOR SAU OFFICE ONLY:	_____	_____	_____
	Emp. #	Date Completed	By

**DIRECT DEPOSIT
RULES AND CONDITIONS**

1. Employees who elect Electronic Direct Deposit will receive at least two (2) checks before cash transfers to his/her account takes effect. Likewise, an employee electing to change banks or cancel direct deposit once it is in effect, will need to notify the SAU #50 Business Office in writing only, **at least one (1) month prior to the date when the change is desired**. Any change will result in a return to the “Pre-Note” stage. These requirements are banking system regulations and cannot be waived or changed by the School District.
2. The direct deposit could potentially take up to five (5) business days to appear in the designated checking and/or savings account.
3. The School District will send a bi-weekly notification via interoffice mail to every participant in the Electronic Direct Deposit program. It is important to notify the Business Office of any changes in your address; as well as, discrepancies in your earnings and/or deductions as printed on the notification. That notification (known as a “non-negotiable”) will contain check stub information showing current and year-to-date earnings and deductions.
4. There is no fee or charge of any type assessed to employees of the School District for this service. The School District is not aware of any bank or financial institution which charges its depositors for the receipt of Electronic Direct Deposit. The School District **will not** be held responsible for any costs associated with business relationships which exist between any bank or financial institution and the employee.
5. The District can only accommodate transfers to “checking accounts” or “statement savings accounts”. A “statement savings account” differs from a “Passbook Savings Account” in that passbook accounts do not generate a monthly statement from the bank and do not provide you with a preprinted deposit ticket which contains critical bank and account number information.
6. The School District reserves the right to reverse an Electronic Direct Deposit if it has overpaid an account in error.

I hereby acknowledge that I have received, read and agree to the above Rules and Conditions for participation in the Direct Deposit Program.

Please check the appropriate District:

Greenland New Castle Newington Rye SAU #50

Employee Signature

Print Name

Date