

CORCORAN UNIFIED SCHOOL DISTRICT

EMPLOYEE'S AUTHORIZATION FOR DIRECT DEPOSIT OF PAYCHECK

Please complete, attach a **voided check** and return to Payroll Department.

Direct deposits will begin on 2nd pay roll after received.

I authorize Corcoran Unified School District and the financial institution listed below to deposit my pay automatically to my bank account listed below, and if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I have canceled it in writing and in such time as to afford Corcoran Unified School District a reasonable opportunity to act on it.

PLEASE PRINT

New Request

Cancel Direct Deposit

Change

Employee Name

Social Security Number

Checking

Savings

Name of Financial Institution

Address of Financial Institution

City

State

STEPS TO DIRECT DEPOSIT ENROLLMENT

1. Authorization is given by completing this enrollment form and returning it to your Payroll Department.
2. Information provided on your form is entered by our Payroll Department into the payroll system and sent electronically to Bank of America.
3. Bank of America communicates electronically with your financial institution to verify the bank ABA (American Bank Association) number (this is the financial institution ID number) and your account number for accuracy. This preliminary process is called a "Prenotification". The prenote process takes one pay period.
4. Attach a voided check.
5. Sign and date the enrollment form before returning to Payroll.
6. Changes to your Direct Deposit enrollment may be formally submitted to Payroll at any time; however please remember changes will require the same prenote process mentioned above.
7. Cancellation of a Direct Deposit to any financial institution must be submitted formally to Payroll by using this form and checking the cancel direct deposit box.

Signature

Date

PAYROLL DEPARTMENT USE ONLY:

Entered by: _____ Date: _____

Reviewed by: _____ Date: _____

Bank ABA or Transit Number

Account Number