

BARSTOW UNIFIED SCHOOL DISTRICT

DIRECT DEPOSIT AUTHORIZATION FORM

Name: _____ Social Security # _____
(Please Print)

I hereby request that my Pay Warrant be Electronically Transferred (EFT/Direct Deposit to my Bank):

YOU MUST ATTACH A PREPRINTED VOIDED CHECK OR COMPLETE THE FOLLOWING INFORMATION. A DEPOSIT SLIP WILL NOT BE ACCEPTABLE.

BANK NAME: _____	BRANCH: _____
ADDRESS: _____	CITY: _____
9-DIGIT TRANSIT/ABA NUMBER: _____	
ACCOUNT NUMBER: _____	
<input type="checkbox"/> CHECKING	<input type="checkbox"/> CHECKING

I shall hold harmless and indemnify the Barstow Unified School District, herein after referred to as District, and its officers and employees from any claim or demand of whatever nature including those based upon negligence of the District and its officers and employees, brought by any person including any banking institution against the District in its capacity as an employer concerning the Payroll Warrant Disposition provided by the District.

I hereby authorize the District to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above. I also authorize the Credit Union/Bank named above to credit and/or debit the same to such account.

I understand that the **Direct Deposit process takes effect two months** after my request. The first month following my request a prenote test will occur through the banking system. I will look at my bank statement to insure that the prenote test was successful. I understand that the month after the successful prenote test my check will be deposited directly to my account. This request will remain in effect until rescinded in writing.

You now have the option of choosing to print/not print your Direct Deposit paystub. If you do not print your Direct Deposit paystub you will have to access your payroll information on the Employee Self Service Site. Please initial one of the following:

I want to have my EFT stub printed I do not want to have my EFT stub printed

Signature: _____ Date: _____

RETURN TO THE ACCOUNTING DEPARTMENT NO LATER THAN THE 10TH OF THE MONTH FOR CURRENT MONTH PROCESSING.