

Auburn Union School District  
Direct Deposit Authorization Agreement

To Be Completed By Employee

Employee Name \_\_\_\_\_ SS# XXX-XX-\_\_\_\_\_

Banking Institution \_\_\_\_\_

1. \_\_\_ Checking Account      \_\_\_ Savings Account      \_\_\_ Other \_\_\_\_\_
2. \_\_\_ Begin Deposit      \_\_\_ Account Change      \_\_\_ Cancel
3. \_\_\_ Additional Direct Deposit\*\*      \$ Amount\*\* \_\_\_\_\_

**\*\*Please note\*\***

*\*\*Additional Direct Deposits\*\**

*Employees can set up a direct deposit for two different accounts. Keep in mind that the direct deposit allocations will be effective on the end of the month as well as the supplemental payroll.*

*If you have any questions please contact Michelle Buntt 530-745-8822.*

**ATTACH A VOIDED CHECK-DO NOT USE DEPOSIT SLIPS**

The numbers on the bottom of your check are used by payroll to make the electronic funds transfer to your bank account

I authorize Auburn Union School District via PCOE to initiate credits (and/or corrections to previous credits) to the financial institution designated above.

I understand the direct deposit will be initiated the month following the month in which I sign up to allow for a test deposit at the end of the first month. I understand that an electronic copy of my direct deposit statement will be sent to the email address I have on file with AUSD.

AUSD will transmit your payment electronically based on the information you have provided. If the transmission fails because you have given us incorrect/outdated information or closed an account, AUSD can only provide a replacement after PCOE has received a refund from the financial institution. This can take up to 3 days so it is very important to **notify payroll immediately** if you change banks or account numbers.

This authorization will remain in effect until I give written notice to the Auburn Union School District either to change or terminate this request.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Form Instructions

Employee's Name and last 4 digits of social security number

Enter the name of the bank you are using

1. Select Account Type-Checking, Savings or other
2. Select what action you would like to do-begin a new deposit, change account information, or cancel current direct deposit
3. \*\*Select if you are setting up an additional direct deposit and enter the dollar amount to be transmitted to this account

Attach VOIDED check to this form

Read agreement information

Sign and date

Send to Payroll at the Employee Support Services Center (ESSC)

***If you have any questions please contact Michelle Buntt 530-745-8822.***