

**DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT
DIRECT DEPOSIT AUTHORIZATION FORM
Enrollment/Change/Cancellation**

**IT IS NOW POSSIBLE TO HAVE MORE THAN ONE DIRECT DEPOSIT.
IF YOU WOULD LIKE TO HAVE MONEY DIRECTLY DEPOSITED TO A SECOND OR THIRD
SAVINGS OR CHECKING ACCOUNT PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Part I Employee Information

I hereby authorize the Dennis-Yarmouth Regional School District (hereinafter called the District) to initiate electronic entries to my account(s) listed below and, if necessary, reversal entries and adjustments for any erroneous entries made to said account. Further the Financial Institution (hereinafter called the Bank) is hereby authorized to complete such electronic entries to such account(s).

(Check one) **Deposit Action:** New: ☐ Change ☐ Stop: ☐

Full Name: _____

Home School: _____

Signature: _____

Part II Employee Bank Information

You may deposit to three accounts. **LAST BANK SPECIFIED WILL RECEIVE THE BALANCE OF YOUR PAY.**

Bank 1 Name: _____

Routing Number: _____

Account Number: _____

Account Type:

Checking: ☐

Savings: ☐

Amount to be Deposited: \$ _____

Bank 2 Name: _____

Routing Number: _____

Account Number: _____

Account Type:

Checking: ☐

Savings: ☐

Amount to be Deposited: \$ _____

If you are currently having direct deposit and want to continue to have your net pay deposited to that account please check here: ☐ Otherwise, please complete below.

Bank 3 Name: _____

Routing Number: _____

Account Number: _____

Account Type:

Checking: ☐

Savings: ☐

Amount to be Deposited: NET PAY

Return this form AND a **VOIDED CHECK** or **DEPOSIT SLIP** for each bank account.

Part III Direct Deposit Notification is available in Hard Copy or Via Email to your school district email address only. For email notification only, please complete below.

Please email my direct deposit notification to the following School District email address

Email Address: _____@dy-regional.k12.ma.us

Please Print

This Authorization is to remain in full force and effect until the District has received written notification from you of its termination in such a time and in such manner as to afford the District and the Bank a reasonable opportunity to act on it. By signing this form you agree to notify the District promptly if the account(s) listed above is/are closed or is/are no longer permitted to accept electronically initiated entries. The District is authorized to provide copies of this Application to the Originating and Receiving Depositories, upon their request. By signing this form you understand that the District does not accept responsibility for problems encountered in this process as long as the District has met the Automated Clearing House (ACH) time lines established in the agreement with our bank.

DENNIS-YARMOUTH REGIONAL SCHOOL DISTRICT

DIRECT DEPOSIT POLICY

The following information provisions apply to persons wishing to participate in this benefit program:

1. Only Permanent employees of the School District are eligible to participate in this program.
2. Employees wishing to participate must complete and sign a Dennis-Yarmouth Regional School District Direct Deposit Enrollment /Change/Cancellation Form and return it to the Payroll Department prior to the start of any direct deposit activity. Employees are responsible for completing any forms which may be required by their bank prior to their enrollment in this program.
3. The payroll department will issue pay stubs showing gross pay, deduction, and net pay
4. Employees may designate a maximum of three bank accounts for the deposit of their salary. The entire net amount of their pay must be deposited electronically.
5. Most financial institutions accept automated deposits. In fact, some banks offer special incentives for persons using direct deposit. We suggest you inquire at your financial institutions to see if they offer incentives.
6. Once enrolled in the program an employee may withdraw at any time by completing and returning to the Payroll Department a Deposit Enrollment /Change/Cancellation Form. A reasonable time to act is required.
7. A voided check or a deposit slip for all designated accounts must be submitted upon enrollment.
8. Under normal circumstances your direct deposits will be deposited in your account on the same day that other employees receive their paychecks. While direct deposits are a very convenient benefit, there are potential problems in the transfer and posting of the funds. The district does not accept responsibility for problems encountered in this process as long as the district has met the Automated Clearing House (ACH) times lines established in the agreement with our bank.
9. A reasonable time is required to initiate direct deposit. The verifying of account numbers may result in a delay of one or two payrolls before electronic deposits begin.
10. **PLEASE NOTE:** You may receive your email notification before the actual payday. **But funds will not be available at your bank until the official payroll dates specified by the District.**