

# PAYROLL DIRECT DEPOSIT

## Automatically Deposits Your Paycheck for You

*Direct Deposit is....*

- **CONVENIENT.....** Replaces waiting in line for a bank teller or ATM.
- **FAST.....** Your paycheck is immediately available on payday.
- **SAFE.....** Prevents misplaced, stolen, or forged checks.
- **ACCURATE.....** Receive an Earnings Statement on payday to verify pay and deductions.
- **CONFIDENTIAL...** For your protection, the bank holds all information strictly confidential.

### What is Direct Deposit?

Direct Deposit is a service that automatically deposits your paycheck into your checking, savings, credit union, money market or any account that accepts ACH without the use of paper checks. You may **split** the deposit by dollar amount between one, two, three, or four of your accounts. (Payroll software does not currently allow direct deposit splitting by percentage between accounts).

Rather than writing paper checks (which **you** have to deposit) Central Linn School District can simply and safely have your check deposited for you. No waiting in line, no lost checks, no late deposits because you could not make it to the bank, and immediate use of your money on payday. You will receive an earnings statement (paycheck stub) by mail or email on payday to confirm your pay and deductions.

There is no cost to you. In fact, there may be a savings for you as many banks offer free checking accounts with direct deposit. Your bank determines the time of day for direct deposit posting, Central Linn School District does not control this factor.

The authorization form on the other side of this notice gives Central Linn School District and your financial institution authority to deposit your pay to your accounts. If you want to split the deposit between accounts, please identify the amount to go into one account (i.e. savings), with the balance deposited into the other account (i.e. checking). Simply complete the form on the other side to take advantage of the service. **Attach a voided personal check for verification of all financial institution information. Be sure to sign the form** and return it to the Business Office as soon as possible.

You may sign up for this service at any time; you may also cancel this service at any time. The first payroll after you enroll for direct deposit the bank will verify account information and you will still receive a paper check. If there are no errors on the account(s), the second payroll after you enroll will be deposited directly into the specified account(s). If you have any questions, please contact Celeste Van Cleave at 541-369-2813 x3223.

## EMPLOYEE'S AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL

Please fill out, sign and return to the Business Office

**Attach a voided check or other bank documentation**

I hereby authorize *Central Linn School District* and the financial institution(s) listed below to deposit my pay automatically as follows:

Type of Account: \_\_\_\_\_ (checking, savings, other)      Amount \$ \_\_\_\_\_

Financial Institution Name \_\_\_\_\_ Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Type of Account: \_\_\_\_\_ (checking, savings, other)      Amount \$ \_\_\_\_\_

Financial Institution Name \_\_\_\_\_ Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Type of Account: \_\_\_\_\_ (checking, savings, other)      Amount \$ \_\_\_\_\_

Financial Institution Name \_\_\_\_\_ Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Type of Account: \_\_\_\_\_ (checking, savings, other)      Amount \$ \_\_\_\_\_

Financial Institution Name \_\_\_\_\_ Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE