

**Austin Independent School District
DIRECT DEPOSIT FORM**

To enroll complete this Direct Deposit Form and return it to the payroll office. The Direct Deposit Form must be received by noon on the Friday preceding the next scheduled payday for a biweekly paid employee or by the 15th of the month for a monthly paid employee. A new direct deposit request, bank or account change requires a pre-note to be sent to the bank before the add or change becomes effective. A pre-note sends your account type, bank ID and account number to the bank to assure the accuracy of the numbers. While this test (pre-note) is being conducted you will receive one more paper check. If the test is successful, thereafter your pay will automatically be deposited into your account. We will provide you with an Earnings Statement each payday that will detail your gross pay, deductions and net pay, which would be the amount we deposit for you.

I hereby authorize the Austin Independent School District, hereinafter called the District, to deposit any amounts owed me by initiating credit entries to my bank account indicated in this form. In the event that District deposits funds erroneously into my account, I authorize District to debit my account for an amount not to exceed the original amount of the erroneous credit. If any action or inaction taken by the payee results in non-acceptance of an EFT deposit by the designated financial institution, payee acknowledges that the District has no responsibility to issue another payment until the funds for the non-accepted deposit are returned to the District by the financial institution. If non-acceptance by the financial institution is the result of action or inaction by the payee, late fees and penalties including consequential damages caused by this non-acceptance do not apply.

Do not close your account until one whole pay cycle after completing and delivering to the Payroll Department a new Direct Deposit Form marked "Change" or "Cancel".

Mark one box with an "X":

New Change Cancel

Name (Print or Type)

Employee Identification Number

Home Address

Position

City Zip

Campus

BANK INFORMATION MUST BE CORRECT AND COMPLETE.

PLEASE CONTACT YOUR BANK TO VERIFY ALL INFORMATION (PAY SPECIAL ATTENTION TO THE ROUTING NUMBER YOU PROVIDE, AS IT MAY BE DIFFERENT THAN THE ONE PRINTED ON YOUR CHECKS)

Name of Bank

Your Account Number

9 Digit Bank Routing/Transit Routing Number

**Attach
a
voided
check
here**



Routing/transit number-always found between these two symbols

Checking account number

Check number – not needed for direct deposit

This authorization is to remain in full force and effect until the District has received written notice from me of any changes in such time and in such manner as to afford the District a reasonable opportunity to act on it.

Signature

Date

For Office Use Only	Entry Date _____
Pre-Note Date _____	Direct Deposit Month _____

OPERATING PROCEDURES FOR DIRECT DEPOSIT

1. Employees eligible:
 - All district employees are eligible for direct deposit

2. Enrollment period:
 - Anytime after becoming an employee.

3. How to enroll:
 - Complete a “DIRECT DEPOSIT FORM” and submit to CAC-Finance Office, Ste. A370. The Direct Deposit Form must be received by noon on the Friday preceding the next scheduled payday for a biweekly paid employee or by the 15th of the month for a monthly paid employee.

4. When effective:
 - Payroll checks issued in the second pay cycle following timely receipt of “DIRECT DEPOSIT FORM” form in the Finance Office (see #3 How to enroll) AND successful test transaction with your financial institution.

5. Depositories that can be selected:
 - Any depository institution that is a member of the Federal Reserve System.

6. Amount of deposit:
 - Net amount of check. No splits between institutions or accounts allowed. No partial direct deposit is permitted.

7. Cancellation of option:
 - Option may be cancelled by completing a new Direct Deposit Form with an “X” marked in the box to the left of “Cancel” and submitting same to CAC-Finance Office, Ste. A370. Cancellations will be effective the next pay cycle after the pay cycle in which the cancellation is submitted. Remember not to close your account prior to these dates.

8. Stop Direct Deposit:
 - Employees must notify payroll to stop direct deposit until a new account can be established due to lost/stolen checkbooks or personal circumstances. Employees must complete a new direct deposit form if a new account number is issued. There is a Thirty Day Limit on re-establishing Direct Deposit with changes.

9. Changing Depositories:
 - Depositories may be changed. Since a trial run must be made through the Federal Reserve System, there is a one pay-cycle delay of payroll deposits to the new depository account. You will receive a paper paycheck for this one cycle (See #4 When Effective).

10. Payroll Information:
 - Payroll Stub will be sent to you every pay date at either your assigned location or mailed at the District’s discretion.

11. Direct Deposits credited to your account:
 - On payday check with your bank for posting times of direct deposits.