

**PACIFICA SCHOOL DISTRICT  
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT SERVICE**

I hereby authorize the Pacifica School District, hereinafter called EMPLOYER, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my \_\_\_\_Checking \_\_\_\_Savings account (select one) indicated below and the depository institution named below hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

This authority is to remain in force and effect until EMPLOYER has received written notification from me of its termination in such time and in such manner as to afford EMPLOYER and DEPOSITORY a reasonable opportunity to act on it.

Name (Please Print)	Last 4 of Social Security Number
Date	Signature
Transit/ABA Number (1)	Account Number (2)

(1) 9 digit ABA number as it appears on the magnetic link (MICR) line on bottom of check.

(2) As it appears on MICR lines (including dashed and all zeroes) on check or savings account number.

**Instructions to Employee**

- Read and sign employee information on direct deposit of payroll printed below.
- Sign this form in the two required places and return the white copy to the Payroll Department

**EMPLOYEE INFORMATION ON DIRECT DEPOSIT OF PAYROLL**

1. Employees enrolling in direct deposit must remain on direct deposit for the full fiscal year including withhold payroll in June and July. Employee's who enroll in direct deposit and subsequently cancel, will not be eligible for the balance of that fiscal year, including withhold payroll.
2. Employee recognizes that there could be a delay in the deposit to his or her account and that employer is responsible only for transmitting net pay to paying bank designated by County Treasurer. Employer assumes no responsibility beyond that point.
3. Employer may remove an employee from direct deposit when payment must be stopped to ensure compliance with legal requirements such as the lack of a valid credential, lack of current T.B. certification and salary attachments.

I have read and understand the foregoing.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Employee