

## Authorization for Direct Deposit – Employee Form

This authorizes Western Placer Unified School District to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below. This authorizes the financial institution holding the Account to post all such entries.

I understand the ACH goes through a test period ensuring all account information is correct and that I will receive a "live check" in this test period. If no errors are found during the test period the next payroll will be electronically deposited. ACH advises are sent via e-mail to the account you provide below.

*This authorization will be in effect until Western Placer Unified School District receives a cancellation form from myself and has a reasonable opportunity to act on it.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
E-mail Address- *Electronic pay stub will be e-mailed to this address.*

### **Account #1**

Action (check one):  Begin  Change  Cancel

Account #1 Type (check one):  Checking  Savings  Change to e-mail address only

\_\_\_\_\_  
Employee Financial Institution Name

\_\_\_\_\_  
Bank Routing # (ABA#)

\_\_\_\_\_  
Account #

\_\_\_\_\_  
Percentage or Dollar Amount to be Deposited to This Account

### **Account #2** (remainder to be deposited to this account)

Action (check one):  Begin  Change  Cancel

Account #2 Type (check one):  Checking  Savings

\_\_\_\_\_  
Employee Financial Institution Name

\_\_\_\_\_  
Bank Routing # (ABA#)

\_\_\_\_\_  
Account #

Attach voided check if routing and account number not indicated above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date