

Las Lomitas Elementary School District

Authorization Agreement for Direct Deposit Service

I hereby authorize the school district named above, hereinafter called EMPLOYER, to initiate credit entries to my
 Checking account Savings account (select one)

indicated below and the depository institution named below, hereinafter called DEPOSITORY, to credit the same to such account.

Depository Name:	
Transit/ABA Number (1)	Account Number (2)

(1) 9 digit ABA number as it appears on MICR line on check.

(2) As it appears on MICR line (including dashes and all zeros) on check or savings account number.

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)	Social Security Number:
Signature:	Date:

INSTRUCTIONS TO EMPLOYEE:

- ATTACH VOIDED CHECK OR SAVINGS DEPOSIT SLIP TO THIS AGREEMENT.
- READ EMPLOYEE INFORMATION ON DIRECT DEPOSIT OF PAYROLL.
- SIGN AND FORWARD TO YOUR PAYROLL DEPARTMENT.

EMPLOYEE INFORMATION ON DIRECT DEPOSIT OF PAYROLL

1. Direct deposit of funds will commence the month following the month of enrollment.
2. Issue dates (pay dates) for direct deposit are the last working day of the month (the last day that the San Mateo County Office of Education administrative offices are open for business in the month). There is an earlier issue date in the months of June and December.
3. Employees who enroll in direct deposit and subsequently cancel will not be eligible for the balance of that fiscal year, including withhold payroll.
4. Employee recognizes that there could be a delay in the deposit to his/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.
5. Employer may remove an employee from direct deposit when payment must be stopped to ensure compliance with legal requirements. Examples are: lack of valid credentials; salary attachments, etc.

I have read and agree to the foregoing.

Signed _____ Date _____
Employee