

Who is eligible for Direct Deposit?

Direct Deposit is available to all contracted employees who bank with an ACH member.

Can I discontinue Direct Deposit any time?

Yes. To discontinue Direct Deposit, please contact your payroll department and complete the cancellation request no later than the 10th of the month in which you wish to stop Direct Deposit.

What happens when I change my accounts?

If you intend to change or close your account(s) or change banks, visit your payroll department and complete the appropriate forms in a timely manner.

Is there a charge for Direct Deposit?

No. Direct Deposit is provided free of charge to the employee. In fact, the district saves money when employees choose to use Direct Deposit.

By choosing Direct Deposit and receiving your paystub by email, we save thousands of dollars for paper, printing, folding, etc. It's good for the environment, too!

How do I sign up for Direct Deposit?

To start Direct Deposit, just complete and sign the Direct Deposit Authorization form. Only one signature is required for joint accounts.

Return the authorization form to your district's payroll department, along with a "voided" pre-printed personal check for checking accounts; and/or a notice from your bank with your account number on it for deposits to savings accounts.

Your payroll department will advise you of the date when your Direct Deposit will begin. Your accounts will be "pre-noted" the first month and then your deposit will be automatic on the next payroll.



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**SONOMA COUNTY
SCHOOLS**
Direct Deposit for Payroll

What are the advantages of Direct Deposit?

- Direct Deposit is fast, reliable, and safe.
- Save time—studies have shown that the average worker spends anywhere from 8.5 to 24 hours a year cashing payroll checks.
- Save money—you won't be tempted to make a withdrawal simply because you're already at the bank to make a deposit.
- You don't have to make special arrangements if you're out sick or on vacation on payday.
- Since there's no paperwork, your paycheck can't get lost or stolen.
- Help Us Go Green! Receiving Direct Deposit by email uses less paper and it's better for the environment!

When will my pay be deposited?

With Direct Deposit, your pay is available to you on payday at the bank where your account is held. Your Advice of Deposit is your verification of deposit.

What record of earnings will I receive?

On payday, each employee on Direct Deposit will receive an Advice of Deposit (paystub) via email. It will contain the same information that currently appears on the check stub. Employees may request a printed paystub instead of receiving the paystub via email, although that reduces the cost savings to the district.

SONOMA COUNTY OFFICE OF EDUCATION

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

I, _____ employee of

(Print Employee Name)

_____ hereby authorize the Sonoma County Office of Education

(District Name and Number)

and the financial institution(s) shown below, to directly deposit the amount I have indicated into my account(s). I understand that all advices of deposit will be sent to my work email address unless I request a printed copy. If funds to which I am not entitled are deposited, I hereby authorize the Sonoma County Office of Education either to direct the financial institution to return such funds, or to request a "stop payment" of the Direct Deposit and to issue a warrant for the correct amount. **The authority will remain in effect until I have signed the CANCELLATION section below, or have terminated from the district.**

(Employee's Signature)

(Employee ID No.)

(Date)

Bank Name Name on Account Account # Amount or Percent (Checking or Savings)

Table with 4 columns: Bank Name, Name on Account, Account #, Amount or Percent (Checking or Savings). Multiple rows for account information.

ATTACH INFORMATION HERE

For deposits to checking accounts, ATTACH A VOIDED PREPRINTED CHECK, and/or for deposits to savings accounts, ATTACH A NOTICE OF YOUR ACCOUNT NUMBER from your financial institution.

DIRECT DEPOSIT CANCELLATION

I, _____ employee of

(Print Employee Name)

_____ hereby request that Direct Deposits to my account(s) previously

(District Name and Number)

authorized by the Direct Deposit Authorization Agreement be discontinued effective one pay period after receipt of this request by the above-mentioned school district.

(Employee's Signature)

(Employee ID No.)

(Date)

(Date Processed by District)