

# Princeton Joint Unified School District Direct Deposit Enrollment/Authorization Form

Complete this form with your name, last four digits of social security number, address, phone number, and the name and location of your financial institution.

Indicate whether net pay is deposited to a checking or savings account. Attach a voided check or documentation from bank showing routing and account numbers.

I hereby authorize the Glenn County Office of Education – Trust Funds to initiate deposits (or correct entries to previous deposits) to my account. This authorization is to remain in force until Glenn County Office of Education or my employing school district receives written notice from me to cancel or change this authorization.

Please select one:

Checking Account

Savings Account

In understand that:

- Any misinformation or changes to my account (i.e. account closure) can cause up to a 10-day delay to recover and reissue my net pay
- I must submit a new authorization form for all account changes
- This authorization may not apply to final wages due to termination of my employment

\_\_\_\_\_  
Full Name of Employee

\_\_\_\_\_  
Last Four Digits of SSN

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name of Bank or Credit Union

\_\_\_\_\_  
Location

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Transit Routing Number

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

\_\_\_\_\_  
Date

# Princeton Joint Unified School District

## Direct Deposit Enrollment/Authorization FAQ

### *What is direct deposit?*

Glenn County Office of Education and Glenn County school districts allow employees to authorize automatic payroll deposits of net pay into their checking or savings accounts on payday.

### *I am on the certificated substitute list. May I participate?*

Yes! Direct deposit information will be maintained for all certificated subs on the countywide sub list, eliminating the hassle for subs of depositing multiple paper warrants from multiple school districts. You only have to enroll once with the county office and direct deposit will be started as you sub for each district.

### *How do I sign up?*

Complete the Direct Deposit Enrollment/Authorization Form and return it to Glenn County Office of Education Payroll Department (GCOE employees and certificated substitutes) or to your district payroll department.

Include a voided check or bank documentation showing routing and account numbers for checking. For savings, submit form with bank documentation of routing and account numbers.

### *What will I receive instead of a paycheck?*

You will receive a non-negotiable notice of deposit (NOD) that contains the same information shown on a paystub.

### *Are there any restrictions on which bank I can use?*

The financial institution must be a member of the National Automated Clearing House Association (NACHA). Most banks and credit unions are members.

### *May I just have a portion of my net pay direct deposited? Can pay be deposited into several accounts?*

These options are not available at this time.

### *What will happen after I submit the authorized form?*

On the next payroll after your form has been submitted, a \$0.00 test deposit is sent through the bank clearing system to verify transaction data. If there is a problem with the test transaction, you will be notified. If there is no problem, direct deposit will begin with the following payroll.

### *What do I do if I change or close my bank account?*

Any changes or closures to your bank routing and/or account numbers must be reported to the payroll department immediately. A new authorization form must be completed for any changes in account status. This will deactivate your previous direct deposit status, generate a paper warrant and a new test deposit. **Any changes, including account closures not reported timely, could cause up to a ten (10) day delay in receiving your funds.**