

CEDAR FALLS COMMUNITY SCHOOL DISTRICT

PAYROLL DIRECT DEPOSIT AUTHORIZATION

	Employee Name (Last, first, middle initial)	Email Address to obtain Direct Deposit Stubs
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Account #1	Routing Number (9 digits)	Your bank account number (up to 17 characters)	Deposit Amount	Account Type
			<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Balance	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Effective Date	Financial Institution (Name, city, state)
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Account #2	Routing Number (9 digits)	Your bank account number (up to 17 characters)	Deposit Amount	Account Type
			<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Balance	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Effective Date	Financial Institution (Name, city, state)
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Account #3	Routing Number (9 digits)	Your bank account number (up to 17 characters)	Deposit Amount	Account Type
			<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Balance	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Effective Date	Financial Institution (Name, city, state)
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IF YOU SELECT CHECKING ACCOUNT, **ATTACH A VOIDED CHECK TO THIS FORM.** IF YOU SELECTED SAVINGS ACCOUNT, OBTAIN CORRECT INFORMATION FROM THE FINANCIAL INSTITUTION.

Employee Signature

Date

PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM INSTRUCTIONS

Boxes in the Upper Right-Hand Corner of Form: Check the application box - New authorization or a change.

Account #1 will receive funds first, account #2 will receive funds second and account #3 will receive funds third.

Bank Routing Number and Account Number: If you are not sure what these numbers are, contact your financial institution. Credit unions may not have the correct bank ID number and account number needed for direct deposit printed on their checks. If applying for direct deposit to a credit union, contact the credit union for the numbers and for the type of account to select.

Deposit Type: Select amount or balance. There must be one distribution with balance selected if distributing to more than one account.

Effective Date: If the information you provide is correct, your direct deposit will be effective approximately 5 to 15 business days after the school district enters the direct deposit in the payroll system. Deposits will be in accounts sometime on the check's issue date. The financial institution must post the deposit on the issue date, but may do so anytime on that day. Even if the financial institution posts it early in the day, a few automatic teller machines (ATMs) may not register the deposit until the next day. Ask your financial institution when the deposit will be available. If you have a problem with a deposit on the check's issue date (for example, the ATM does not reflect the deposit), ask the direct deposit representative at your financial institution when the deposit will be posted.

Direct Deposit Distribution Example:

Example 1: Account #1 - \$300.00 to checking, Account #2 \$200.00 savings

* If net pay is \$500.00, the checking deposit will be \$300.00 and the savings deposit will be \$200.00

Example 2: Account #1 - 1,000.00 to checking, Account #2 \$100.00 checking, Account #3 Balance

* If net pay is \$1,500.00, the checking deposit will be \$1,000.00, the \$100.00 checking deposit at another financial institution and the balance would be \$400.00