

AUTOMATIC PAYROLL DEPOSIT AUTHORIZATION AGREEMENT

Employee: _____

Employee ID # : _____

Select One: Checking Account Saving Account

I hereby authorize my employer Southern Kern Unified School District and the financial institution shown on the check below, to automatically deposit my net pay into my account. I shall hold harmless and indemnify Southern Kern Unified School District, herein after referred to as SKUSD, and its officers and employees brought by any person, including any banking institution against SKUSD in his/her capacity concerning the payroll warrant disposition provided by SKUSD.

I also agree to pay all fees incurred because of failure on my part to notify Southern Kern Unified School District of any changes in my account information that would result in a return of my deposit.

I understand it is my responsibility to ensure that my net check has been properly credited to my account before issuing checks against that account. If funds to which I am not entitled are deposited, I hereby authorize Southern Kern Unified School District either to direct the financial institution to return such funds or to request a "stop payment" of the automatic deposit and to issue a warrant for the correct amount. Electronic Fund Transfer (EFT) takes effect on the next payroll following the request after a successful prenote test has occurred through the banking system. This completed request is for the disposition of my pay warrant from the effective date specified until I have signed the cancellation section below.

Employee Signature

Date

DEPOSITS TO CHECKING ACCOUNTS
ATTACH VOIDED PREPRINTED CHECK HERE
(Deposit slips are NOT acceptable.)

DEPOSITS TO SAVINGS ACCOUNTS
ATTACH VOIDED DEPOSIT SLIP HERE

DO NOT COMPLETE THIS PORTION UNLESS YOU ARE CANCELLING YOUR DIRECT DEPOSIT!

CANCELLATION

I hereby request that Southern Kern Unified School District discontinue direct deposits to the account number above, effective the next pay period after receipt of the request.

Employee Signature

Date