



SEQUOIA UNION HIGH SCHOOL DISTRICT  
ACCOUNTING DEPARTMENT  
480 JAMES AVENUE REDWOOD CITY, CA 94062  
P: (650) 369-1411  
F: (650) 306-8871

## **DIRECT DEPOSIT AUTHORIZATION FORM**

I hereby authorize the school district named above, hereinafter called EMPLOYER, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository institution named below, hereinafter called DEPOSITORY, to credit and/or the same to such account. **I furthermore understand by enrolling in Direct Deposit, my pay stub information can only be attained on ESS (Employee Self Service).**

EMPLOYEE'S NAME:			
LAST FOUR DIGITS OF SOCIAL SECURITY #:			
WORKSITE:			
POSITION:	<b>CERTIFICATED</b> <input type="checkbox"/>	<b>CLASSIFIED</b> <input type="checkbox"/>	

### **Financial Institution Information**

Financial Institution Name:	
<b>Select only <u>one</u> type of account below</b>	
Checking Account (voided check required)	
Savings Account (deposit slip required)	
Transit/ABA Number*	
Account Number**	

\* 9 digit ABA number as it appears on MICR line on check

\*\*As it appears on MICR line (including dashes and all zeroes) on check or savings account slip

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**OVER**



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**INSTRUCTIONS TO EMPLOYEE:**

Return the completed/signed form to payroll department. Attach a **VOIDED CHECK FOR CHECKING ACCOUNT** or **DEPOSIT SLIP FOR SAVINGS ACCOUNT**. A letter with the bank's letterhead containing all bank and account owner information can be used to substitute for the document required above. Read employee information (on the back of this form) on direct deposit payroll.

**EMPLOYEE INFORMATION ON DIRECT DEPOSIT OF PAYROLL**

1. Direct deposit sign up is a month prior to the actual date. The bank requires an early test turn each month for new enrollees. Employees changing bank information would receive a live check for the duration of the test run (one to two months).
2. Direct Deposit can be sent to only one account and financial institution.
3. Direct Deposit pay dates are the last working day of the month which is the last business day of the month for the County Superintendent of Schools Administrative Offices.
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 back designated by the 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, lack of current T.B. certification, salary attachments, etc.
6. Employee must register on ESS (Employee Self Service) to view their paystub.

I HAVE READ AND UNDERSTAND THE FOREGOING.

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**EMPLOYEE SIGNATURE**

**DATE**

Please contact the Payroll Department for further questions – Certificated Payroll, extension 22221 or Classified Payroll, extension 22332.