



DIRECT DEPOSIT GUIDELINES FOR SUBSTITUTE EMPLOYEES

All substitute employees are required to complete an Authorization Agreement for Direct Deposit form during the hiring orientation. The authorization will remain in effect from year-to-year without interruption by completing the Direct Deposit section of the Notification of Reasonable Assurance that is emailed to all substitutes in the month of June.

Each substitute employee's deposit information will go through a pre-note process to verify accuracy. This pre-note process will take place during the first payroll period the authorization is applied. If successful, the substitute employee's next wage compensation will be directly deposited into his/her bank account and a direct deposit stub will be mailed according to normal payroll guidelines.

It is the responsibility of the substitute employee to keep the Tahoma School District informed of any changes in bank account status, change of address, etc. A new Authorization Agreement for Direct Deposit form must be completed for account changes and received by the Payroll Department by the 5th of the month to be included in that month's payroll. Failure to notify the payroll department of any changes may result in the substitute employee waiting ten (10) business days for a replacement warrant.

I have read and understand the above guidelines.

Employee Name (Please Print)

Employee Signature

Date

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT FOR SUBSTITUTE EMPLOYEES

How Direct Deposit Works:

On payday, you will receive an earnings statement showing gross salary, taxes, other deductions and net pay. Your money will already have been deposited into your account(s) and the amount of the deposit will appear on your bank statement.

Please Note: Direct Deposit forms need to be received by Payroll by the 5th of the month in order to be processed with the current month's payroll. If received after the 5th, the direct deposit will begin the following month.

If you close your account, change banks, or change your existing account number, you must inform the Payroll Department immediately. Failure to do so could mean that your money will not be deposited and you will have to wait for a manual warrant. This could take up to ten (10) working days after the pay date to process.

To take advantage of direct deposit, complete the information below. Secondary bank deposits are available.

- Checking Accounts: Please attach a VOIDED CHECK for EACH ACCOUNT. (No deposit slips)
- Savings Accounts: Please attach a DEPOSIT SLIP for EACH ACCOUNT.

We will also accept a letter from your financial institution with your routing number and account number in place of a voided check or deposit slip.

PRIMARY ACCOUNT

Bank Name	Account Type	Account Number	Dollar Amount
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		NET Pay (Amount AFTER all other deductions and secondary ACH transactions.)

SECONDARY ACCOUNT(S)

Bank Name	Account Type	Account Number	Dollar Amount
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		

I hereby authorize Tahoma School District #409 to initiate credit entries, and initiate if necessary, debit entries and adjustments for any credit entries in error to my account(s) indicated above. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of US Law.

This authority will remain in full force and effect until Tahoma School District has received written notification of its termination in such time and in such manner as to afford Tahoma School District and DEPOSITORY a reasonable opportunity to act on same.

PRINTED NAME: _____

SCHOOL LOCATION: **SUBSTITUTE**

SIGNATURE: _____

DATE: _____