



North Monterey County Unified School District

DIRECT DEPOSIT AUTHORIZATION FORM

1

Name _____ EmpID or last 4 of SS# _____

Address _____

Personal Email Address _____

- Yes, please email my direct deposit advice to the above email address
- I want to receive a paper copy of my direct deposit advice DO NOT EMAIL

2

Primary Banking Information Account Type

Start Change **Cancel** Bank Name _____ Checking Savings

Account Number _____ Routing Number _____

Secondary Banking Information **Flat Dollar Amount \$** _____ Account Type

Start Change **Cancel** Bank Name _____ Checking Savings

Account Number _____ Routing Number _____

Secondary Banking Information **Flat Dollar Amount \$** _____ Account Type

Start Change **Cancel** Bank Name _____ Checking Savings

Account Number _____ Routing Number _____

Do you want Secondary Amount(s) Deposited on the 10th (Supplemental) & end of month (Regular)

YES Both **NO only primary**

3

Staple documentation verifying routing and account numbers for each bank account. Examples are: voided personal check, print screens from on-line banking website, or official letter from bank on bank letterhead. **Return completed form and attachments to your site.**

4

I hereby authorize the Monterey County Office of Education to deposit my entire payroll warrant (and/or corrections to the previous credits) to the institution(s) indicated above. The institution is authorized to credit and/or correct the amounts to my account.

In signing this form the employee shall hold harmless the Monterey County Office of Education for the entire automatic deposit process of any and all warrants. The Monterey County Office of Education cannot be responsible if your deposit is not credited to your bank account on payday. It is the responsibility of the employee to submit the correct information which will result in automatic deposit of funds to the proper account.

Employee Signature

Date

STAMPED BY SITE & DATE RECEIVED

RECEIVED & ENTERED BY PAYROLL