



# DIRECT DEPOSIT

*It's Simple, Convenient, Safe and Smart!*

**D**irect Deposit is the process where your paycheck is sent to your bank and immediately deposited to your checking account or savings account without you having to pick it up, wait for the mail or office delivery, prepare the necessary deposit paperwork, drive to your bank or check cashing location, wait in line and, for some, publically put cash in your pocket or purse and walk unprotected to your car or other place of safety.

Payroll deposits are sent directly to your bank so the funds travel from a secured environment, they are protected during transmission and pass bank security when received and put into your account. Below are some of the benefits of Direct Deposit, but don't take our word for it, do your own research!

## *The process is simple...*

- ▶ Signing up is as simple as filling out a form and providing your bank account information to your district payroll office – this is done only one time or until YOU make changes.
- ▶ You make all the changes using the same simple form, whenever you want.

## *The process is convenient...*

- ▶ You no longer have to drive to your bank, find parking or wait in line to cash or deposit your paycheck.
- ▶ Direct Deposits are done on time, every time, regardless of where you may be, whether at work, at home, sick or on vacation.
- ▶ In case of a natural disaster such as earthquake or some other declared emergency, your deposit is made and money is available to you regardless of mail service, traffic conditions or other inconveniences.
- ▶ Your deposit will be available in your account on the morning of the issue date. Check with your bank regarding when they post.

## *Direct Deposit is safe...*

- ▶ Direct Deposits are automatic – they never get lost and cannot be stolen.
- ▶ Your deposit information is confidential, passing to the bank electronically and encrypted – it does not pass through human hands at the county office, the district or the bank!
- ▶ Users of Direct Deposit have enjoyed fast, reliable service for over 40 years now with 99.9% accuracy and a national average 97% satisfaction rate.
- ▶ There is absolutely no personal risk as you may encounter in cashing or depositing your endorsed warrant.

## *Direct Deposit is smart...*

- ▶ Direct Deposit helps you budget your money, especially if you choose to have automatic payments made to others.
- ▶ You receive deposit information with all other check stub information for your reference, as well as what your bank provides to you.
- ▶ Your hard-earned pay, endorsed warrant or cash, is not physically available to thieves.
- ▶ This is just one more detail in your life that you don't have to worry about.
- ▶ You can also schedule automatic payments to creditors if you choose to, without having to remember it or put it on your calendar – no more bounced checks!
- ▶ Think of the aggravation you will avoid, and the gas and time you will save!

**Your district payroll office will assist you with the necessary paperwork.  
Remember, your account will be set up the way you want it and you will control any future changes.  
*It's easy! Give it a try.***

**Payroll Unit**  
**Direct Deposit Authorization**

PLEASE CHECK <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel
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PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL		SOCIAL SECURITY NUMBER
NAME OF SCHOOL DISTRICT (IF EMPLOYED WITHIN THE OFFICE, PUT YOUR ROOM NUMBER HERE)		WORK TELEPHONE NUMBER (       )
NAME OF BANK/CREDIT UNION/SAVINGS & LOAN	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	BRANCH TELEPHONE NUMBER (       )
ACCOUNT NUMBER	ADDRESS OF BANK/CREDIT UNION/SAVINGS & LOAN (NUMBER, STREET, CITY AND ZIP CODE)	

I hereby authorize the district and the Los Angeles County Office of Education (LACOE) and/or its agents to initiate electronic deposits and, as necessary, debit corrections to previous deposits to my account.

I understand:

- Direct deposit status is not activated until 10 days following a \$0 test transaction for new or change authorization.
- I must submit a new *Employee's Direct Deposit Authorization*, if I change my account (name, institution, branch, type account, etc.).
- Direct deposit status will be temporarily suspended if wages are garnished.
- Direct deposit will also be suspended if a a certificated employee's credential expires.
- Direct deposit status may be suspended or rescinded by the district or LACOE and payment made by county warrant, if necesasry, to meet payroll deadlines or under extreme conditions.

I agree to hold harmless and indemnify the district and Los Angeles County Office of Education and its officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of LACOE and its officers, employees, and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized.

This authorization replaces any previously made by me and is to remain in effect until changed or canceled by submission of a new *Employee's Direct Deposit Authorization*.

<b>ATTACH BELOW A VOIDED CHECK SHOWING THE INSTITUTION ROUTING NUMBER AND ACCOUNT NUMBER.</b>	SIGNATURE OF EMPLOYEE  <b>X</b>	DATE SIGNED
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ATTACH VOIDED CHECK HERE

**FOR COUNTY OFFICE USE ONLY**

Refer to the Direct Deposit Reference Guide

<b>FINANCIAL INSTITUTION ROUTING NO.</b>											
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<b>EMPLOYEE'S DEPOSIT ACCOUNT NO.</b>															
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INPUT BY (PRINT NAME)

GR 9/2007