



GRIDLEY UNIFIED SCHOOL DISTRICT
Authorization Agreement for Direct Deposit

As an employee of Gridley Unified School District, you can take advantage of the convenience and security of having your pay automatically deposited in you personal bank account. By choosing to automatically deposit your pay you can

- Eliminate trips or mailings to the bank to deposit paychecks.
- Be assured your pay will be deposited on payday even when you are on vacation or out of town.
- Eliminate the danger of lost or stolen checks.

It will take *1 or 2 payroll cycles for direct deposit to take effect. During the interim, your paycheck will continue to be distributed normally.

Obtaining the benefits of direct deposit services takes only three steps:

1. Complete the authorization agreement as listed below.
2. ATTACH A VOIDED CHECK **only**. (Please do not send a deposit slip.)
3. Forward this agreement to the payroll department.

Employee Name _____ Employee ID Number _____
(Example 17900xxx)

Direct Deposit # 1

Action (check one) New Enrollment ____ Change in Accounts _____ Stop Direct Deposit _____

Bank Name _____

Account # _____ Routing Number _____

(Check One) Checking ____ (net check will be deposited)
Savings ____ Dollar amount _____ (Savings only)

Direct Deposit # 2

Action (check one) New Enrollment ____ Change in Accounts _____ Stop Direct Deposit _____

Bank Name _____

Account # _____ Routing Number _____

(Check One) Checking ____ (net check will be deposited)
Savings ____ Dollar amount _____ (Savings only)

I authorize Gridley Unified School District to deposit my net pay (or specific dollar amount) to my account at the financial institution indicated above.

Employee Signature Required

Date

***A direct deposit test (pre-notification) is required. If a problem arises from the 1st test, a 2nd test will be performed. This process insures the account and routing numbers are correct before the transfer of any funds.**