

Merced Union High School District

Employee Direct Deposit Authorization Form & Direct Deposit Termination Form

Signing up for direct deposit is to your advantage-never a lost, delayed or stolen check in the mail. Too busy to make it to the bank, sick, on vacation- direct deposit is the easiest, safest way to go!

If you bank with the MSEFCU & want Direct Deposit do not use this form.

USE PINK FORM ONLY FOR MSEFCU.

I, _____ (Name), hereby request that my monthly net pay be direct deposit to my checking/saving account at _____ (Financial Institution).

I understand and agree to the following terms and conditions:

1. All new enrollees will have the first pay warrant pre-noted. During the pre-note process you will receive a regular check. This could take up to two payroll cycles. Once the pre-note is done your net pay will be deposited into your checking/savings account.
2. This authorization shall remain in effect until terminated by me in writing or I am terminated from my employment with the district.
3. In the event I am overpaid by my school district, and my net pay has been deposited into my account, I will immediately reimburse my employer the full amount of such overpayment.
4. I will hold the Merced County Office of Education and the Merced Union High School District harmless from any actions that occur as a result of the preparation, release or transmission of payroll deposit data.
5. **YOU MUST ATTACH A VOIDED CHECK!! Or a print out from your banking institution stating your name, routing number, account number and type of account. A deposit slip is not acceptable.**

Employee Signature

Social Security #

Date

REQUEST FOR TERMINATION OF DIRECT DEPOSIT

You are requested and authorized to stop my direct deposit to: _____

Effective on: _____

Print Name

Signature

Social Security #

Date

District Office Use Only

Date entered by payroll: _____

Technician that entered it: _____