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# DIRECT DEPOSIT AUTHORIZATION AGREEMENT

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## COMPANY INFORMATION

Company Name: Natomas Unified School District, 1901 Arena Boulevard, Sacramento, CA 95834

Please provide one of the following: (1) a voided check, or (2) a printout from your bank containing your account number and the bank's routing number

## BANK INFORMATION

### Name of Financial

Institution: \_\_\_\_\_

Type of Account:	Checking	Savings	
Enrollment Action:	New/Add	Change	Cancel

You will still receive a live check the first month. This is called a "prenote" month to confirm a digital connection to your bank account. If successful, direct deposit to your bank account will begin the following month.

## EMPLOYEE INFORMATION

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Employee Name Last: \_\_\_\_\_ First: \_\_\_\_\_ Mid. Init. \_\_\_\_\_

## EMPLOYEE AUTHORIZATION

*I, the undersigned, authorize the company named above to make deposits to my account. In the event of a deposit error, I authorize the company to make adjustments to correct the error.*

*I further understand that upon notification of resignation or termination, my Direct Deposit will be immediately stopped and I will receive a manual warrant for my last pay period.*

Employee \_\_\_\_\_  
Print Sign Date

### Internal Payroll Department Use

Posted: \_\_\_\_\_ Initial: \_\_\_\_\_

Test Month: \_\_\_\_\_ First Deposit Month: \_\_\_\_\_

Dear valued employee,

Natomas Unified School District (NUSD) encourages employees to participate in direct deposit of paychecks. While not a requirement, there are many benefits to direct deposit. Direct deposit is a method of payment where NUSD electronically transfers earned wages into your designated checking or savings account. There are many benefits of using direct deposit. Employers and employees often choose this payment method because:

**1. It's convenient.**

With direct deposit, you'll never have to worry about losing a paper check again! A direct deposit account electronically places your earned wages into your checking account. Like all financial transactions, your direct deposit will appear on your monthly statement and in the "recent activity" section when accessing your account online or through a banking app. Electronic deposits also ensure you're getting paid on time, even if you're away from the work location.

**2. It saves valuable time.**

Gone are the days of picking up a physical paycheck and waiting in line to make a deposit through a bank teller, walk-up ATM, or drive-thru ATM. To ensure your paycheck has been deposited, simply log into your online bank or credit union account to make sure the funds have arrived. The best part? No wait time. You'll have access to your money immediately.

**3. It's more secure than paper checks.**

Direct deposit offers considerably more security than a physical paycheck. There's zero risk of a digital check getting lost, stolen or even forgotten when it's deposited automatically. This not only protects your financial data but also safeguards your employer's account information.

**4. It offers a better and more convenient way to budget.**

Direct deposit makes it much easier to stick to a budget. How? You can have monthly expenses, such as your electricity or gas bill, mobile phone payment or student loan payment, deducted immediately after your paycheck reaches your checking account. You can even have funds automatically moved into your savings account on a certain day each month, making it less tempting to spend when you're trying to save.

**5. It keeps your money safe and protected.**

Another benefit of direct deposit? Security and protection. Once your paid wages reach your bank account, it's guaranteed by the Federal Deposit Insurance Corporation, a U.S. government agency that insures money placed in banks. Financial institutions may protect customers by providing comprehensive insurance coverage, which typically covers up to \$250,000 per person on a single account – please check with your bank for specific coverage information.

If you need to access a paper copy of the deposited check for any reason, simply log into your online bank account to view or print it or log into the Natomas Unified School District Employee Self-Serve portal which may be found on the NUSD staff webpage.

Enroll now. Complete the form on the other side of this page and submit to payroll with a voided check or account information letter from your bank. Please contact [payroll@natomasunified.org](mailto:payroll@natomasunified.org) or your designated Payroll/Benefits Technician if you have any questions or require assistance.