

FREMONT UNIFIED SCHOOL DISTRICT
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

Paycode _____
For Payroll use only

Electronic Direct Deposit is available for month-end payroll. To initiate this service, the following information must be completed, a voided check must be attached, and the completed form must be submitted to the Payroll Department. Forms must be received in time to process on the payroll run for a test. Direct deposit will take effect the second month. ***If you currently have direct deposit for your FUSD month-end payroll with another bank or different account number, please be advised that your current direct deposit account will be closed immediately. Your next month-end payroll warrant will be a live check, and the direct deposit will take effect the following month..***

PLEASE PRINT

Employee Name _____

Last

First

Position _____ Site _____

Social Security No. _____ Phone No. (____) _____

Financial Institution or Bank Name _____

Name as Shown on Account _____

If you elect to deposit funds into an account for which you are not a signatory, you assume all risks associated with depositing funds into an account to which you have no legal claim.

Type of Account (check one) _____ Checking _____ Savings

Account Number _____

I hereby authorize Fremont Unified School District to initiate credit entries for varying dollar amounts and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the account indicated above at the financial institution named above, to credit and/or debit the same to such account. I understand that I will receive timely notifications from Fremont Unified School District of the specific dollar amount to be credited. I acknowledge that the origination of direct deposit transactions to my account must comply with the provisions of U.S. law.

This authorization shall remain in effect until Fremont Unified School District has received written notification from me of its termination in such time and in such manner as to afford Fremont Unified School District and financial institution a reasonable opportunity to act on it.

Signed _____ Date _____

You must attach a voided check if you have a checking account; do not attach a deposit slip. If you have a savings account, you must attach a printed document from the bank stating routing number and account number

**REMEMBER, A VOIDED CHECK (FOR CHECKING ACCOUNTS) OR A
PRINTED BANK DOCUMENT WITH ROUTING NUMBER AND ACCOUNT NUMBER
(FOR SAVINGS ACCOUNTS) MUST BE ATTACHED**