

Direct Deposit Policy and Procedures

- The employee must complete the Direct Deposit Election Form to authorize the direct deposit of employee pay.
- The employee should return the completed form to Payroll Department within 5 days of employment. The longer you delay in returning it, the longer it will take for the information to pre-note. The employee should retain a copy.
- If authorizing a checking account, attach a copy of a voided check or a printed Authorization Form/Agreement from your bank containing the Routing Number and Account Number. A Handwritten form will not be accepted. Only an official document from your Banking Establishment.
- If authorizing a savings account, attach a copy of a deposit slip or a printed Authorization Form/Agreement from your bank containing the Routing Number and Account Number. A Handwritten form will not be accepted. Only an official document from your Banking Establishment.
- Due to the inability to correct any issues with reloadable cards such as Greendot, Walmart, etc. We will no longer be accepting these as a viable banking institution. Employees that already have established such cards will be allowed to keep it until at the time your banking information changes. At that time you will be subject to the same policies.
- You will only be allowed to change a direct deposit twice in a fiscal year (July 1 – June 30). If you change your banking information more than twice you will receive a paper check until the next fiscal year begins.
- It is the employee's responsibility to notify the Payroll Office when there is any change to their bank and/or bank account(s) that affects their direct deposit by completing a new Direct Deposit Authorization Agreement. You must notify the Payroll Office at least one week before the Payroll Date. Additionally, it is the employee's responsibility to ensure that funds were posted via direct deposit prior to disbursing funds from their account.
- Should an employee fail to notify the Payroll Office that a bank account was closed; the Finance Department will not issue a paper check until the funds are received from the banking institution.
- The Finance Department is not liable for any non-returned funds that were held by the banking institution. If the funds are not returned by the banking institution due to charges owed by the employee, a paper check will not be issued.

I have read and agree to these Direct Deposit Policies and Procedures.

Name

Date