



# DIRECT DEPOSIT ENROLLMENT AUTHORIZATION

Revised 05/01/2014

Please type or use ball point pen – print clearly.

REGULAR EMPLOYEE     SUBSTITUTE OR SHORT TERM

**SECTION A**

NEW ENROLLMENTS/CHANGES REQUIRE A PRE-NOTE AUTHORIZATION. PAPER WARRANTS WILL BE ISSUED & MAILED DURING THIS PROCESS.

<b>TYPE OF ENROLLMENT ACTION</b>  1. <input type="checkbox"/> NEW      SECTIONS A, B, C and D MUST BE COMPLETED  2. <input type="checkbox"/> CHANGE    SECTIONS A, B, C and D MUST BE COMPLETED  3. <input type="checkbox"/> CANCEL      SECTIONS A AND D MUST BE COMPLETED	EMPLOYEE ID NUMBER <hr/> NAME (First Middle Last) <hr/> ADDRESS <hr/> PHONE <hr/>
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**SECTION B**

ATTACH A PERSONALIZED PRE-PRINTED VOIDED CHECK. If you do not have checks or your direct deposit is going to a savings account or pre-paid card, please attach a letter on your financial institution letterhead with your name, account number and transit number used for direct deposit with a bank representative signature.

1. TYPE OF ACCOUNT- MUST BE CHECKED. IF LEFT BLANK, ENROLLMENT WILL NOT BE PROCESSED		
<input type="checkbox"/> C (Checking)	<input type="checkbox"/> S (Savings)	<input type="checkbox"/> P (Pre-Paid Bank Card)

**SECTION C**

By selecting Direct Deposit, I agree to enrollment in each district listed below. Furthermore, I understand that each district will require a **separate** PRENOTE authorization.

<input type="checkbox"/> BRITTAN (08)	<input type="checkbox"/> PLEASANT GROVE (21)
<input type="checkbox"/> BROWNS (09)	<input type="checkbox"/> SUTTER COUNTY SUPERINTENDENT OF SCHOOLS (05)
<input type="checkbox"/> EAST NICOLAUS (26)	<input type="checkbox"/> SUTTER HIGH (28)
<input type="checkbox"/> FRANKLIN (12)	<input type="checkbox"/> TWIN RIVERS CHARTER (38)
<input type="checkbox"/> LIVE OAK (31)	<input type="checkbox"/> WINSHIP – ROBBINS (24)
<input type="checkbox"/> MARCUM – ILLINOIS (17)	<input type="checkbox"/> YUBA CITY UNIFIED SCHOOL DISTRICT (35)
<input type="checkbox"/> MERIDIAN (18)	<input type="checkbox"/>
<input type="checkbox"/> NUESTRO (20)	

**SECTION D**

**This authorization remains in full force and effect until SCSOS has received written notification from the employee of its cancelation. A minimum of ten days is required to cancel direct deposit prior to the next pay date.**  
 For permanent employees, direct deposit will be cancelled upon the termination of employment. Those employees will receive a paper warrant for final pay. Substitutes are responsible for completing a form to cancel their direct deposit upon their termination.

**I hereby agree that I WILL NOT have SCSOS direct deposit any of my funds to either a foreign bank account or to a U.S. bank and then have the entire amount forwarded to a bank account in another country.**

I hereby authorize SCSOS to provide direct deposit of any salary or wages due me, less any mandatory or authorized withholding or deductions there from, in the above designated account. If at any time the amount of salary or wages so deposited exceeds the amount of salary or wages actually due and payable to me, I hereby authorize SCSOS to either:

- (a) Withhold a sum equal to the overpayment from future salary or wages; or
- (b) Recover such overpayment from the above-designated account.

If SCSOS is legally obligated to withhold any part of my wage or salary payment for any reason, or if I no longer meet eligibility requirements for the Direct Deposit program, I understand SCSOS may terminate my enrollment in the program. **If ANY action taken by me or my bank results in non acceptance of a direct deposit by the designated financial institution, I understand that SCSOS assumes NO RESPONSIBILITY for processing a supplemental salary or wage payment UNTIL the amount of the non acceptance deposit is returned to the Sutter County Auditor's Office by the financial institution.**

I HAVE READ, UNDERSTAND, AND ACCEPT THE ABOVE PROCEDURES AND DO HEREBY AGREE TO VOLUNTARILY PARTICIPATE IN THE SUTTER COUNTY SUPERINTENDENT OF SCHOOLS DIRECT DEPOSIT PROGRAM AND AGREE TO RECEIVE PAPERLESS STATEMENTS UNDER THESE TERMS.

SIGNATURE  	DATE
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