

## DIRECT DEPOSIT INFORMATION

### Must be Typed, Printed and Signed (Cannot accept handwritten forms)

1. Employees can view their pay slip through **Employee Access**.
2. To enroll in the program an authorization form must be signed and returned to the Payroll Department.
3. All employees may enroll when hired; however, their **first paycheck may not be Direct Deposit**.
4. Deletions must be submitted to the Payroll Department 10 days prior to the payday for which they are to be effective.
5. Changes will require a pre-notification which will result in a one month delay before placement on the Direct Deposit System. In this case, a regular paycheck will be received the first month.
6. **Final paychecks** for all employees **may be a regular paycheck** rather than Direct Deposit. Please verify that Allen Independent School District has the correct mailing address.
7. Employees are responsible for notifying the Payroll Department **immediately** of any changes to their account (i.e., closing accounts, changes in account number or bank.)

## AVAILABILITY OF FUNDS STATEMENT

When signing up for automated clearing house (ACH) deposits, it is advisable to first check with your bank to determine if you will be able to have provisional credit on your ACH deposit the day it is sent and received by your bank.

The law states that a bank must give you credit the same day they receive your ACH deposit. However, some banks do not give your account credit for the ACH deposit until posting time. They are still in compliance with the law, because it is the same business day. Due to the late bank's business hours, you cannot have access to those funds until the next business day.

American National Bank of Allen's policy regarding ACH deposits is to give provisional credit to ACH customers the same day the ACH credit is received, allowing ACH customers to obtain cash or transfer funds at the main bank or motor bank teller.

For more information regarding ACH deposits, please contact your personal bank.

**Do not attach a voided check. It is vital that the routing/account numbers, and type of account (checking or savings) be accurate. Any mistakes could result in a delay of direct deposit.**

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT  
ALLEN INDEPENDENT SCHOOL DISTRICT

LEGAL NAME: \_\_\_\_\_

I want to deposit 100% of check to my primary account:

I want to divide my paycheck among the following accounts  
(Must designate a dollar amount to secondary account below):

PRIMARY ACCOUNT  CHECKING  SAVINGS

Employee Name		101
Employee Address		
Employee City	<b>Bank Name</b>	
		Date _____
Pay to the Order of _____		\$ _____
Memo _____		
Routing Number	Account Number	

SECONDARY ACCOUNT  CHECKING  SAVINGS

Amount to be credited to Secondary Account \$ \_\_\_\_\_

Employee Name		101
Employee Address		
Employee City	<b>Bank Name</b>	
		Date _____
Pay to the Order of _____		\$ _____
Memo _____		
Routing Number	Account Number	

**I hereby authorize Allen Independent School District, American National Bank of Allen and the depository named above to initiate credit entries and, if necessary, to initiate debit entries to correct any erroneous credit entries for direct deposit of above payroll/other amount to the above Account/Accounts at the above Bank on a recurring basis until I notify you in writing that I revoke this authorization in such a manner as to afford Allen Independent School District and the depository a reasonable opportunity to act on the termination notice.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Last Four Digits of Social Security #: \_\_\_\_\_ Campus: \_\_\_\_\_

**Special notes:**

**Do not attach a voided check. It is vital that the routing/account numbers, and type of account (checking or savings) be accurate. Any mistakes could result in a delay of direct deposit.**