To ensure we are protecting employees against security fraud we have updated our direct deposit policies.

You may receive Direct Deposit payroll payments if you meet the following requirements:

1. You must complete the Direct Deposit Application, with appropriate documentation and confirming proof of identity.
   - To Direct Deposit to a checking account:
     o Submit a voided check or a letter from your bank that states your account number and routing number for the account that the funds will be deposited into.
   - To Direct Deposit to a savings account:
     o Submit a letter from your bank that states your account number and routing number for the account that the funds will be deposited into.
     o To Direct Deposit to a pay card/debit card, you need to submit documentation from the pay card’s enrollment process or the pay card’s financial entity that verifies the account number and the routing number you want the District to deposit funds to.

2. The individual completing the form must be the owner of the account. You cannot participate in direct deposit using an account that is not yours. You are required to show a picture ID to set up/change your direct deposit information.

3. If you are new employee setting up direct deposit for the first time, the Human Resources department will receive and confirm your information.

4. If you are a current employee changing your direct deposit information, you must schedule an appointment with payroll office between the hours of 8:00 a.m. to 4:00 p.m. and show picture identification, i.e. drivers/non-driver license.

5. You must agree to immediately notify the District’s payroll office in writing if you change your bank, account number, account type, ABA routing number, or contact information. With any changes, you will need to submit a new Direct Deposit Application form, submitting all supporting document, as well as showing proof of identity. Failure to comply with notification policies may result in a delay of direct deposit.

6. For new employees and any changes requested, there is a one pay cycle “Pre-Note,” where there is a live/real check first, prior to the direct deposit taking effect.