

# **Alpena-Montmorency-Alcona Educational Service District**

## **PAYROLL DIRECT DEPOSIT**

AMA ESD is pleased to announce electronic direct deposit of your pay to any bank or credit union. We are offering this option to all employees. To deposit your entire net pay to a single account, simply complete the Authorization Form. You may also designate a separate amount for deposit into another account. Any additional instructions for your financial institution will have to be negotiated by you with that financial institution.

### **BENEFITS OF DIRECT DEPOSIT:**

- With direct deposit, each payday your pay is automatically transferred to one or two financial institutions of your choice, saving you a trip to the bank, credit union, or business office.
- Direct deposit is dependable—your pay is always deposited on payday, and is available as soon as your financial institution opens that day, whether you are at work, sick, on vacation, or out of town.
- Direct deposit is convenient, secure and confidential.
- There is never any worry about lost or stolen checks, thereby eliminating possible stop-payment charges to you.
- Summer and holiday pays are always deposited on payday—never a problem with mail delivery.
- Many banks and credit unions offer benefits to customers who use direct deposit.

### **HOW DOES DIRECT DEPOSIT WORK?**

If you wish to participate in direct deposit, fill out the Authorization Form designating a maximum of two accounts or financial institutions to receive funds. If you choose direct deposit of your net pay, instead of receiving a check on payday, you will receive a check stub showing all the normal payroll information, including the amount deposited.

You may ask your designated financial institution to divide the money into specific accounts—checking, savings, loan, vacation club, etc., once the money reaches that institution, as necessary. AMA ESD is not involved in this process.

To start enjoying all the conveniences and benefits of direct deposit, complete both sides of the **Authorization for Electronic Direct Payroll Deposit** form and return it to the Business Office. If you have any questions, contact the Business Office.

# **Alpena-Montmorency-Alcona Educational Service District**

## **AUTHORIZATION FOR ELECTRONIC DIRECT PAYROLL DEPOSIT GUIDELINES FOR PARTICIPATION**

- 1. A maximum of two accounts or financial institutions is permitted at any one time.**
2. If you wish to deposit money into more than one type of account at a financial institution (checking, savings, vacation club, loan, etc.), contact your financial institution directly to set up automatic transfer of net pay.
3. Normally, it takes a time period equivalent to two pays [up to twenty-eight (28) calendar days] from receipt of the Authorization for Electronic Direct Payroll Deposit to implement the direct deposit process. This time period is necessary to test the transactions. The actual direct deposit of your pay will take place the second pay after authorization. (**NOTE:** The cutoff for payroll changes is Friday before payday.)
4. Once you have opted for electronic direct deposit of your net pay, all pay including sick leave buyout will be paid electronically.
5. You assume full responsibility to keep the Payroll Office informed immediately, in writing, of any changes in your financial institution or account number. If you chose an out-of-town financial institution, you must include the full name, address, and contact name and telephone number for it.
6. You hold the District harmless of any liability for errors in the transfer of funds either by the District's transfer agent or by your financial institution.
7. Confirmation of deposit is the financial institution's responsibility. The District will only provide you with a check stub indicating the net pay transmitted.

I fully understand the above guidelines for participation in the direct deposit program and agree to abide by the above:

Employee Name \_\_\_\_\_  
(Please print)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Please email my payroll voucher to: \_\_\_\_\_  
(e-mail address)

**COMPLETE AND SIGN THE FORM ON THE OTHER SIDE**

**AUTHORIZATION FOR ELECTRONIC DIRECT PAYROLL DEPOSIT**

**Alpena-Montmorency-Alcona  
Educational Service District**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
(PRINT your full name)

I authorize AMA ESD to electronically deposit all of my payroll check as indicated below. This allows AMA ESD to initiate credit entries, and to initiate, if necessary, debit entries and adjustments for any credit entries in error, into the account(s) identified below. I authorize the institution to accept such deposits by the Automated Clearing House (ACH). It is agreed that these deposits will be made under the rules of the National Automated Clearing House Association (NACHA). **This authorization will remain in full force and effect until written notice of its termination by me is received by the school district in such a time and manner as to provide AMA ESD and the financial institution a reasonable opportunity to act on it.**

Note: The ACH Routing Number called for on the Authorization Form is a unique nine-digit number that identifies your bank. It is important that both the ACH Routing Number and the Account Number be accurate. If you plan to utilize an out-of-town institution, be sure to include the name, address, telephone and contact name for the institution.

**Financial Institution #1**

Authorization Type:  Open new direct deposit  Change existing direct deposit  Cancel existing direct deposit  
(check one)

Financial Institution Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ ACH Routing Number: \_\_\_\_\_  
Account Number (for your bank account): \_\_\_\_\_

Savings  Checking  Deposit Amount \$ \_\_\_\_\_ (enter "NET" to deposit entire paycheck)<sup>1,2</sup>  
(check one)

**\*\*IMPORTANT: Please attach a VOID CHECK for checking or a DEPOSIT SLIP for savings.**

**Financial Institution #2**

Authorization Type:  Open new direct deposit  Change existing direct deposit  Cancel existing direct deposit  
(check one)

Financial Institution Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ ACH Routing Number: \_\_\_\_\_  
Account Number (for your bank account): \_\_\_\_\_

Savings  Checking  Deposit Amount \$ \_\_\_\_\_ (enter "NET" to deposit entire paycheck)<sup>1,2</sup>  
(check one)

**\*\*IMPORTANT: Please attach a VOID CHECK for checking or a DEPOSIT SLIP for savings.**

\_\_\_\_\_  
Employee Signature of Authorization

\_\_\_\_\_  
Date of Authorization

<sup>1</sup> If you only have 1 institution, enter "NET".

<sup>2</sup> If you have 2 institutions, enter a specific amount for the first institution and "NET" for the 2<sup>nd</sup> institution.