



New _____
 Change _____
 Cancel _____

AUTOMATIC PAYROLL DEPOSIT Authorization Agreement

School District _____ District # _____
 Employee Name _____ Social Security # _____
 Financial Institution _____
 Routing Number _____ Account Number _____
 Checking (23) _____ Savings (33) _____

IMPORTANT NOTES:

PLEASE NOTIFY THE DISTRICT'S PAYROLL OFFICE BEFORE MAKING ANY CHANGES TO AN ACCOUNT RECEIVING AN AUTOMATIC PAYROLL DEPOSIT(APD), IT CAN CAUSE FUNDS TO BE UNAVAILABLE FOR UP TO TWO WEEKS IF THE ACCOUNT IS CLOSED. A CHECK WILL NOT BE ISSUED TO THE EMPLOYEE UNTIL THE MISDIRECTED FUNDS ARE RECOVERED. ON AVERAGE, SETTING UP AN AUTOMATIC PAYROLL DEPOSIT CAN TAKE UP TO TWO PAYROLL CYCLES WHEN TURNED IN BY THE 15TH OF THE MONTH.

IN THE EVENT THAT THE EMPLOYER REMOVES THE EMPLOYEE FROM THE APD PROCESS DUE TO CERTAIN CIRCUMSTANCES YOU WILL NEED TO RESUBMIT THE FORM AND BEGIN THE PRENOTE PROCESS AGAIN.

I authorize the Imperial County Office of Education to initiate credit entries to my bank account. In the event of a credit entry error, I authorize the Imperial County Office of Education to initiate debit entries and adjustments to correct the error.

Authorized Signature: _____ Date _____

- ▶ All lines must be filled in.
- ▶ If the information on the form and on the backup do not match the form will not be accepted.
- ▶ Employee must be the account holder and backup documentation must include name & address
- ▶ A new APD form must be submitted for every district: automatic payroll deposits do not transfer from district to district.
- ▶ For a checking account, attach a voided check, copy of a bank statement, computer printout, bank enrollment form (signed by a bank representative).
- ▶ For a savings account, attach copy of a bank statement, computer printout, ID/membership card, bank enrollment form (signed by a bank representative), a voided check is also accepted.

For ICOE/District Financial Services Use:

Received: _____ Prenote Date: _____ APD Date: _____

