



Direct Deposit Question & Answers

Q. How will the Direct Deposit Work?

A. The Direct Deposit procedure consists of a secure electronic file with employee's account numbers and the amount to be deposited which is furnished to the appropriate banks. This will allow the district to deposit paychecks directly into employees' accounts. There is a pre-notification run each month for new participants to verify the information provided before any money is transferred.

Q. How will I know that I have been paid or that the right amount has been credited to my account?

A. Employees will continue to receive a wage and earning statement itemizing pay and deductions for record keeping. These will be distributed by e-mail at the same time paychecks are given to employees who aren't participating in Direct Deposit. The amount of the deposit can be verified on the bank statements furnished by your bank each month.

Q. What are the benefits of Direct Deposit for me?

A. The major benefit is the guarantee that your paycheck will be deposited on payday, every payday, even when you are ill or on vacation. Your paycheck will be credited to your account at opening of business on your payment date – much sooner than you would be able to personally deposit it and without the expense of gas or a stamp. The method of deposit is safer, quicker, more confidential and cheaper. It is especially beneficial for those employees who are not on the job during the summer but are still receiving a paycheck.

Q. What percentage of employees have to sign up to make Direct Deposit a success?

A. Since Direct Deposit is completely voluntary, there is no set figure that must be reached to make the system a success.

Q. Suppose I sign up for Direct Deposit but I change banks at a later date or I decide that I don't want to continue the service?

A. New or changed accounts will require a prenote; this takes approximately thirty days to verify change in the system. Anyone wishing to discontinue Direct Deposit can do so at anytime.

Q. How do I sign up for Direct Deposit?

A. Just complete the Direct Deposit form and return it to the Payroll Office.

PLEASE TAKE NOTE AT THE BOTTOM OF THE FORM
AND FOLLOW DIRECTIONS

THANK YOU,
PAYROLL DEPT.

