



Lisette Estrella-Henderson, Superintendent of Schools  
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### Authorization Agreement for Electronic Payroll Warrant Advice

Employees with direct deposit will have their payroll warrant advice e-mailed to either their Solano County Office of Education (SCOE) or personal e-mail address the day of payday. Please complete the following information, sign and return it to the Payroll Department no later than the 10<sup>th</sup> of the month in order for the change to occur in that month. If no form is received, payroll warrant advices will be sent to your SCOE e-mail address.

Please send my payroll warrant advice to my SCOE e-mail.

or

Please send my payroll warrant advice to my personal e-mail listed below. I understand that e-mail transmission cannot be guaranteed to be secure and the information could be intercepted. SCOE does not accept liability for any lost, misdirected, or intercepted e-mails. It is the employee's responsibility to verify the security of their electronic devices and personal e-mail. **It is the employee's responsibility to notify the Payroll Department if their e-mail address changes.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date