



Solano County Office of Education
Authorization Agreement for Electronic Deposits

Last Name: _____ First Name: _____

Employee ID Number: _____ Telephone Number: _____

I hereby authorize the Solano County Office of Education and the financial institution indicated below to deposit my net pay into my account(s). If funds to which I am not entitled are deposited, I hereby authorize the Solano County Office of Education to either direct the financial institution(s) to return such funds or to request a "stop payment" of the Direct Deposit(s) and to issue a warrant for the correct amount. This authority will remain in effect until I have requested cancellation. I understand that forms turned in after the 10th of the month may not be processed until the following month due to payroll deadlines.

ACCOUNT INFORMATION

Indicate what type of account, along with amount to be deposited, if less than your net paycheck. Please also indicate the one account that you wish to use for any employee reimbursements that are processed through Accounts Payable.

- Establish a new direct deposit Change an existing direct deposit Cancel an existing direct deposit

1. Primary Bank Name: _____(9) Use for A/P

Routing/Transit #: _____ Account #: _____

Checking Savings Remaining net after any other deposits will be deposited into this account.

2. Bank Name: _____(1) Use for A/P

Routing/Transit #: _____ Account# _____

Checking Savings I wish to deposit \$ _____ /% _____

3. Bank Name: _____(2) Use for A/P

Routing/Transit #: _____ Account#: _____

Checking Savings I wish to deposit \$ _____ /% _____

4. Bank Name: _____(3) Use for A/P

Routing/Transit #: _____ Account#: _____

Checking Savings I wish to deposit \$ _____ /% _____

Any new direct deposit requests or changes to an existing deposit request for your primary bank account may result in the receipt of a "live" check for the first month after the change. Any changes to account information must be tested with the pre-note process before earnings are sent to the account. If you are adding a secondary account, all funds will continue to go into your primary account until the testing has been completed. If there are any complications with this process, you will be notified by Payroll. Please indicate how you would like your pay handled for the first month of a change when received after the pre-note process has occurred for the month:

- Cancel current bank account and send a paper check
Keep current banking information for the current month

Signature: _____ Date: _____

To ensure that accurate information is entered, please attach a voided check or printout from your bank account showing the routing and account numbers.

Instructions for Direct Deposit

You may now divide your net pay between multiple bank accounts. You will need to indicate one bank account as your primary account, and can divide the rest of your pay among other elected bank accounts. For example:

Bill has a primary bank account at Mickey Credit Union. He also deposits \$350 per month into his daughter's account since she is away at college, and would like to save 10% of his pay each month in a savings account. He would complete his direct deposit form as follows:

1. Primary Bank Name: Mickey **Federal Credit Union**

Routing/Transit #: **321171234**

Account #: **123456750**

Checking Savings **Remaining net after any other deposits will be deposited into this account.**

2. Bank Name: Minnie **Credit Union**

Routing/Transit #: **321174770**

Account#: **1234567**

Checking Savings I wish to deposit \$/=: **\$350**

3. Bank Name: Mickey **Federal Credit Union**

Routing/Transit #: **321171234**

Account#: **123456000**

Checking Savings I wish to deposit \$/=: **10%**

The sequence in which you list these items will determine how it is calculated. In this example, if Bill has \$1000 net pay, the system will deposit \$350 into his daughter's account, \$65 (10% of the remaining \$650) into his savings account, and the remaining \$585 into his primary account. If the savings account was listed prior to his daughter's deposit, it would deposit \$100 (10% of his total net pay) into his savings account, \$350 into his daughter's account, and the remaining \$550 into his primary account.

If you have any questions regarding the completion of this form, please send an email to scoepayroll@solanocoe.net or call the Payroll Department at (707) 399-4421 or (707) 399-4424.