

**Austin Independent School District
DIRECT DEPOSIT FORM**

To enroll complete this Direct Deposit Form and return it to the payroll office. We will make available to you an Earnings Statement each payday that will detail your gross pay, deductions and net pay, which would be the amount we deposit for you. The Earnings Statement will be available on your personal AISD portal.

I hereby authorize the Austin Independent School District, hereinafter called the District, to deposit any amounts owed me by initiating credit entries to my bank account indicated in this form. In the event that District deposits funds erroneously into my account, I authorize District to debit my account for an amount not to exceed the original amount of the erroneous credit. If said debit transaction fails due to insufficient account balance or resulting from the account having been closed I hereby authorize the necessary deduction from my payroll check(s).

If any action or inaction taken by the payee results in non-acceptance of an EFT deposit by the designated financial institution, payee acknowledges that the District has no responsibility to issue another payment until the funds for the non-accepted deposit are returned to the District by the financial institution. If non-acceptance by the financial institution is the result of action or inaction by the payee, late fees and penalties including consequential damages caused by this non-acceptance do not apply.

Do not close your account until one whole pay cycle after completing and delivering to the Payroll Department a new Direct Deposit Form marked "Change" or "Cancel".

Mark one box with an "X":

New Change Cancel

Name (Print or Type)

Employee ID Number "*****Rj qpg'P wo dgt"

Home Address

Position

City State Zip

Campus

BANK INFORMATION MUST BE CORRECT AND COMPLETE. PLEASE CONTACT YOUR BANK TO VERIFY ALL INFORMATION (PAY SPECIAL ATTENTION TO THE ROUTING NUMBER YOU PROVIDE, AS IT MAY BE DIFFERENT THAN THE ONE PRINTED ON YOUR CHECKS)

Name of Bank

Your Account Number

9 Digit Bank Routing/Transit Routing Number

Checking

Savings

Note: ACH routing number may be different than the one shown on your check. Please verify with your bank before filling out this form or your deposit may be delayed.



Routing/transit number-always found between these two symbols

Checking account number

Check number – not needed for direct deposit

This authorization is to remain in full force and effect until the District has received written notice from me of any changes in such time and in such manner as to afford the District a reasonable opportunity to act on it.

Signature

Date

For Office Use Only	Entry Date _____
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Over

OPERATING PROCEDURES FOR DIRECT DEPOSIT

1. Employees eligible:
 - All district employees are eligible for direct deposit

2. Enrollment period:
 - Anytime after becoming an employee.

3. How to enroll:
 - Complete a “DIRECT DEPOSIT FORM” and submit to CAC-Finance Office, Ste. A370. The Direct Deposit Form must be received by noon on the Friday preceding the next scheduled payday for a biweekly paid employee or by the 15th of the month for a monthly paid employee.

4. When effective:
 - When received.

5. Depositories that can be selected:
 - Any depository institution that is a member of the Federal Reserve System.

6. Amount of deposit:
 - Net amount of check. No splits between institutions or accounts allowed. No partial direct deposit is permitted.

7. Cancellation option:
 - Option may be cancelled by completing a new Direct Deposit Form with an “X” marked in the box to the left of “Cancel” and submitting it to CAC-Finance Office, Ste. A370. Cancellations will be effective the next pay cycle after the pay cycle in which the cancellation is submitted. Remember not to close your account prior to these dates. **If you cancel your direct deposit you must complete a “PAY CARD DEPOSIT FORM”.**

8. Changing Depositories:
 - Depositories may be changed. A new form will be required to be completed with the correct information.

9. Payroll Information:
 - Payroll Stub will be available to you every pay date on your personal AISD portal.

10. Direct Deposits credited to your account:
 - On payday check with your bank for posting times of direct deposits.

11. Return completed form with signature to:
Austin Independent School District
c/o Finance Department
1111 W. 6th St., Ste. A370
Austin, TX 78703
or
Fax to: 512-414-1515
or
Internal E-mail to:
Payroll_HR/AISD
or
External E-mail:
Payroll_HR@austinisd.org