



PITTSBURG UNIFIED SCHOOL DISTRICT

2000 RAILROAD AVENUE · PITTSBURG · CALIFORNIA 94565

PHONE: (925) 473-2300

FAX: (925) 473-4210

EMPLOYEE AUTHORIZATION FOR AUTOMATIC DEPOSITS

Please Print

EMPLOYEE NAME: _____ Employee # _____ (4 digits)

New or Change

Cancel

Bank Account #1	Bank Account #2 (optional)
Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Name _____	Bank Name _____
Routing # _____	Routing # _____
Account # _____	Account # _____
I wish to deposit (check one):	I wish to deposit (check one):
<input type="checkbox"/> All Net Pay	<input type="checkbox"/> Remainder of Net Pay
<input type="checkbox"/> Specific Dollar Amount \$ _____	<input type="checkbox"/> Specific Dollar Amount \$ _____

I hereby authorize the Pittsburg Unified School District and the Contra Costa County Office of Education (CCCOE), and/or their agents, to initiate electronic deposits and, as necessary, debit corrections to previous deposits to the above account(s).

I understand:

- Direct Deposit Status is not activated for 31 days following a \$0 test transaction for NEW or CHANGE authorization.
- I must submit a new authorization form if I change my account (name, institution, branch, type account, etc.).
- I will pay charges caused by my failure to submit a new authorization form for any account changes.
- Direct Deposit status may be suspended or rescinded by the District or CCCOE and payment made by county warrant, if necessary to meet payroll deadlines or under other extreme conditions.

I agree to hold harmless and indemnify the District and CCCOE, and their officers, employees & agents from any claim or demand of whatever nature for failure or delay in making deposits and/or corrections to deposits as herein authorized.

This authorization replaces any previously made by me and is to remain in effect until changed or cancelled by submission of a new Direct Deposit Authorization form.

SIGNATURE: _____ DATE: _____

Please provide verification of your accounts with either a voided check or a specification sheet from your bank detailing your routing and account number(s). Attach voided check(s) here. Deposit slips are not accepted.

Input by: _____

Date: _____