

# ELECTRONIC DEPOSIT AUTHORIZATION

## HAPPY VALLEY UNION SCHOOL DISTRICT

PAYROLL DEPARTMENT  
16300 CLOVERDALE ROAD  
ANDERSON, CA. 96007  
(530) 357-2134

- NEW REQUEST                      EFFECTIVE DATE: \_\_\_\_\_  
 NAME CHANGE  
 ACCOUNT NUMBER CHANGE

For checking account deposits, attach a voided check here.

For savings account deposits, we need the account ID number and transit routing number. If in doubt, contact your financial institution. Any missing or incorrect information will cause delays in enrollment.

In most instances, your authorization for EFT/Direct Deposit, will be activated after at least one full pay cycle to allow for a TEST payroll period. During this time you will continue to receive your paycheck as you normally would. Supplemental pay and Demand pay will **NOT** be eligible for direct deposit.

## AUTHORIZATION

PLEASE PRINT OR TYPE

### SELECT ONE:

- CHECKING (Acct. number)                       SAVINGS (Acct. & transit number)

Name of Payee (last, first, middle initial)
Social Security #
Home Mailing Address
City
State/Zip
Name of Financial Institution
Branch Name and Telephone number (with area code)

I authorize the Happy Valley Union School District to initiate accounting transactions to deposit my net pay directly into the account indicated above and to correct any errors which may occur from these transactions. I also authorize the Financial Institution to post these transactions to the account. This authorization is to remain in force until the Happy Valley Union School District receives written notice from me to cancel or change this authorization.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

## CANCELLATION

EFFECTIVE DATE \_\_\_\_\_

(Complete this section to **CANCEL** the Direct Deposit Authorization)

I hereby cancel the authorization for the Happy Valley Union School District to initiate direct deposits into my checking/savings account(s).

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE