



Post Falls School District
DIRECT DEPOSIT ENROLLMENT AUTHORIZATION

EMPLOYEE INFORMATION:

LAST NAME

FIRST NAME

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EMPLOYEE ID NUMBER

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(Internal Use Only)

LOCATION/SITE:

TO SET UP DIRECT DEPOSIT YOU MUST:

- Verify that your institution accepts direct deposits.
- Notify your financial institution that you are setting up a direct deposit through payroll and determine if they have any special requirements.
- Fill out this form completely
- **Attach a voided check or bank authorization form.**

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NEW EMPLOYEE

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DEPOSIT ACCOUNT CHANGE

BANK NAME:

☐

CHECKING OR

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SAVINGS

9-DIGIT ROUTING NUMBER:

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ACCOUNT
NUMBER:

I hereby authorize the Post Falls School District to directly deposit any salary and wages due to me; less any mandatory or authorized withholding or deductions therefrom in the above designated account. If at any time the amount of salary or wages deposited exceeds the amount of salary or wages actually due and payable to me, I hereby authorize the Post Falls School District to either:

- Withhold a sum equal to the overpayment from future salary or wages; or
- Recover such overpayment from the above-designated account(s).

I understand that I must attach a voided check or bank document containing the routing and account number for my account, and I accept full responsibility for the routing and account numbers provided on this form. Further, if any action taken by me results in non-acceptance of a direct deposit by the designated financial institution, I understand that the district assumes no responsibility for processing a supplemental salary or wage payment until the amount of the non-acceptance is returned to the district by the financial institution.

I understand that I must notify the district in writing using the PFSD Direct Deposit Authorization form at least thirty (30) days prior to closing any account that is established under this program. I understand that Post Falls School District utilizes an Electronic Pay Stub for all non- substitute employees enrolled in the Direct Deposit Program.

While most financial institutions post funds to accounts at the beginning of the banking business day, this is not a universal practice. Some institutions post funds in the afternoon. We strongly recommend you check with your financial institution to determine when your funds will be available.

Signature of Employee

Date

RETURN TO HUMAN RESOURCES DEPARTMENT

Please attach your voided check or bank document to this form.