

Casa Grande Elementary Schools
EMPLOYEE AUTHORIZATION FOR AUTOMATIC DEPOSITS

I hereby authorize Casa Grande Elementary Schools to initiate credits (and/or corrections to previous credits) to the financial institution indicated below, to credit the amount thereof to my Checking Savings account

N E T P A Y:

O R

AMOUNT OF DEDUCTION: \$ _____

FINANCIAL INSTITUTION

NAME _____	ADDRESS _____
BRANCH _____	CITY _____
ACCOUNT NUMBER _____	STATE _____ ZIP _____

By signing this form I agree to and understand all the conditions listed below. This authority is to remain in full force until you have received written notification from me of its termination.

NAME _____

DATE _____

SOCIAL SECURITY NO. _____

SIGNATURE _____

FOR PAYROLL USE ONLY	
PreNote P/R: _____	_____
Live P/R: _____	_____
_____	_____
_____	_____

**ATTACH DOCUMENTATION WITH
ROUTING NUMBER AND ACCOUNT NUMBER**

By authorizing direct deposit you agree to the following:

The payroll department reserves the right to "inactivate" any or all direct deposit activity for any pay. All direct deposit activity can be suspended for a particular pay day. If this occurs, notification will be given to your supervisor via mail and phone for general announcement to all locations. If your individual direct deposit is inactivated, the payroll office will notify you by mail prior to the Thursday before payday.

Direct deposit of entire check will not be active on the first pay. Direct deposit for partial check, resulting in receiving a pay check, will be active immediately.

If you change banks or accounts, it is imperative that you notify the payroll office at least seven working days prior to the next scheduled pay day. If you do not notify us and your pay is sent to an inactive account, there will be a severe delay (up to one week) in getting your account properly credited. A change of banks will result in another "pre-notification" period of one payday where you would get a regular pay check.

Errors by the bank are beyond the control of the payroll office. The payroll office will do all we can to expedite the re-issuance of a new check, if necessary. However, since it is not an actual warrant that can be voided and re-issued, we must first determine the cause of the error. This could take a few days before we are able to identify and resolve the problem. Subsequently, your pay may be delayed by these circumstances.