

## HARPER WOODS SCHOOL DISTRICT

# Employee Direct Deposit Guidelines and Procedures

### 1. Enrollment Requirements

- A. Employees who wish to participate in direct deposit for payroll must complete, sign, and return the Harper Woods School District Authorization for Direct Deposit form.
- B. Employee must provide the Harper Woods School District's Payroll Department with a current account deposit slip for the account enrolled. Note: If your bank recently changed names, please request a new account deposit slip from that bank.
- C. The district strongly encourages everyone to participate in direct deposit. Employees who still choose the option of having their paycheck mailed (in the summer) do so with the understanding that the Harper Woods School District is not responsible for the untimely delivery of the U.S. Mail.
- D. Employees choosing direct deposit will receive each payday a direct deposit payroll stub listing the net amount direct deposited, deductions, employer contributions, and attendance as previously seen on a regular check.
- E. Employee **may not** elect to have a portion of their payroll check direct deposited and the remainder as an issued check. However if you are currently depositing a portion of your pay to one of our approved credit unions, you may keep that deduction in place and have the remainder of your pay direct deposited. This is the only exception.

### 2. Policy and Guidelines

- A. Employee can stop participation with two weeks written note to the Harper Woods School District's Payroll Department.
- B. Employee must submit a completed Harper Woods School District Employee Authorization for Direct Deposit form to the district's payroll department two (2) weeks prior to making any changes in the bank or account.
- C. The first payroll after the Harper Woods School Districts' Employee Authorization for Direct Deposit is a test run. The employee will still receive a regular check.
- D. If employee makes any bank/account changes, they will go back to a regular check for one payroll.

Harper Woods School District

Employee Authorization For Direct Deposit

Initial Enrollment Change Cancellation

I, \_\_\_\_\_, authorize the Harper Woods School District, the financial institution listed below, and BANK ONE/MILAF to deposit my pay automatically to my checking account or saving account each payday. BANK ONE/MILAF is also authorized to make adjusting entries to correct errors. This authority will remain in effect until I have canceled it in writing. I have read the Harper Woods School Districts' Guidelines and Procedures on direct deposit and agree to the terms and conditions.

Your Authorizing Signature Social Security Number Date

ACCOUNT

Your Financial Institution Name Address City State Zip Code Checking or Savings Account Number Checking Account Savings Account [Circle selection- choose only one] Financial Institution Telephone Number

ATTACH A VOID CHECK BELOW:

If a voided check is not attached; YOU must be sure to add the accurate and complete ROUTING #, ACCOUNT # AND ACCOUNT TYPE. Thank you!