



Direct Deposit Request (Please Read the Following Information before Completing this Form)

To have your checks deposited directly into your savings or checking account(s), please enter your bank information on the form below. You can choose to have your funds deposited into as many as three (3) accounts, but you must have direct deposit for the total amount of your checks. You cannot have both direct deposit and a check created for you. The direct deposit will occur for every payroll period that you have earnings.

NOTE: New requests and changes submitted on this form can take 30-60 days to process. During this time, you will receive a printed check. Please verify with your bank that the deposit has begun before trying to access funds.

Employee Name: LAST _____ FIRST _____

Employee ID (or Social Security Number if new hire): _____

Do you currently have an active Direct Deposit agreement with San Diego Unified School District? Yes No

<p>Option 1: Use this option to deposit your check into ONE (1) account</p> <p>Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Bank Routing ID number _____ (usually found on the bottom left of your checks)</p> <p>Account # _____</p>	<p>Option 2: Use this option to deposit your check into TWO (2) accounts Use amount or %</p> <p><u>For Account 1</u> Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Bank Routing ID number _____ (usually found on the bottom left of your checks)</p> <p>Account # _____</p> <p>Provide the Amount or % you wish to have deposited to this account</p> <p>Deposit this AMOUNT from each paycheck into this account \$ _____</p> <p>OR</p> <p>Deposit this % of each paycheck into this account _____%</p>	<p>Option 3: Use this option to deposit your check into Three (3) accounts Use amount or %</p> <p><u>For Account 1</u> Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Bank Routing ID number _____ (usually found on the bottom left of your checks)</p> <p>Account # _____</p> <p>Provide the Amount or % you wish to have deposited to this account</p> <p>Deposit this AMOUNT from each paycheck into this account \$ _____</p> <p>OR</p> <p>Deposit this % of each paycheck into this account _____%</p>
<p>Return form to:</p> <p>Eugene Brucker Education Center Payroll Department 4100 Normal Street, Room 1150 San Diego, CA. 92103</p> <p>Or Fax to 619-686-6729</p> <p>For questions regarding your direct deposit you may call; Becky Morstad 619-725 7736 or email rmorstad@sandi.net</p>	<p><u>For Account 2</u> Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>The remaining amount or balance from each check will be deposited to this account.</p> <p>Bank Routing ID number _____ (usually found on the bottom left of your checks)</p> <p>Account # _____</p>	<p><u>For Account 2</u> Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Bank Routing ID number _____ (usually found on the bottom left of your checks)</p> <p>Account # _____</p> <p>Provide the Amount or % you wish to have deposited to this account</p> <p>Deposit this AMOUNT from each paycheck into this account \$ _____</p> <p>OR</p> <p>Deposit this % of each paycheck into this account _____%</p>
<p>Forms that are submitted with incomplete information or without an employee signature will not be processed.</p> <p><i>Government regulations prohibit transfer of funds to a foreign institution. I certify that directly deposited funds are not transferred to a foreign bank account.</i></p> <p>Employee Signature _____ Date _____</p> <p>Contact Phone Number _____</p>		<p><u>For Account 3</u> Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>The remaining amount or balance from each check will be deposited to this account.</p> <p>Bank Routing ID number _____ (usually found on the bottom left of your checks)</p> <p>Account # _____</p>