

Fort Sage Unified School District

Direct Deposit Dates for End of Month Pay Authorization Form Fiscal Year 2026-27

_____ This is a new election. I have attached a copy of a voided check. Please note that it takes two payroll cycles to implement direct deposit.

_____ I wish to continue with my previous election to have my pay direct deposited to the bank of my choice. I realize that this means that my pay will not be available to me until 12:01 AM on the following pay dates:

Mid Month Pay

July 15, 2026
Aug 14, 2026
Sept 15, 2026
Oct 15, 2026
Nov 13, 2026
Dec 15, 2026
Jan 15, 2027
Feb 11, 2027
Mar 15, 2027
Apr 15, 2027
May 14, 2027
Jun 15, 2027

End of Month Pay

July 31, 2026
Aug 31, 2026
Sept 30, 2026
Oct 30, 2026
Nov 30, 2026
Dec 17, 2026
Jan 29, 2027
Feb 26, 2027
Mar 25, 2027
Apr 29, 2027
May 27, 2027

Last day of school in June*
(Teachers, Paraeducators, Kitchen
Manager, Food Facilitator, Bus
Driver.)

Jun 30, 2027
(all other employees)

*Please note last day of school
payrolls, direct deposit date will be
6/15/27*

_____ Please remove me from Direct Deposit

Signature

Date

Print Name

DIRECT DEPOSIT PAYROLL

We are pleased to be able to offer you a new payday convenience – Direct Deposit Payroll. Now you can have your paycheck automatically deposited in your checking or savings account on payday. You don't have to change your present banking relationship to take advantage of this service.

Direct Deposit Payroll will help you in many ways:

- it saves trips to the bank.
- it saves time in depositing checks – no long payday lines to wait in.
- it eliminates the possibility of lost, stolen or forged checks.
- your money is deposited faster – reducing the possibility of overdrafts.
- it means you get your money deposited to your account even if you're on vacation, out-of-town, or ill.

Here's how Direct Deposit Payroll works:

On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.

This voluntary service is entirely free. We believe you will like the added convenience of having your salary automatically deposited for you. Direct Deposit Payroll is safe, convenient and easy. To take advantage of this service, complete this authorization form and return it to the Payroll Department.

Simply complete the form in order to take advantage of this service.

All you need to do is:

1. Mark the box before type of account to indicate whether your pay will be deposited in your checking or savings account.
2. Fill in your name, the names of the account owners, bank, branch name, and date.
3. Attach a voided check for verification of all financial institution information.
4. Be sure that you sign and date the form.

PLEASE ATTACH VOIDED CHECK

AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSITS

DEPOSITORY

Financial Institution		Account Number	
Branch	City	State	Zip

Check one of the following:

☐ DEPOSIT IN MY CHECKING ACCOUNT ☐ DEPOSIT IN MY SAVINGS ACCOUNT
Voided check attached

This authority is to remain in full force and effect until EMPLOYER has received written notification from me of its termination in such time and in such manner as to afford EMPLOYER and DEPOSITORY a reasonable opportunity to act on it.

Signature

Date

X.....