



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308

www.rbuesd.org

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

I, _____ employee of the **Red Bluff Union Elementary School District**
(Print Employee Name) (District Name)

hereby authorize the Tehama County Department of Education and the financial institution shown on the check(s) below, to deposit my month-end net pay into my account(s). If funds to which I am not entitled are deposited, I hereby authorize the Tehama County Department of Education either to direct the financial institution to return such funds or to request a "stop payment" of the Auto Deposit(s) and to issue a warrant for the correct amount.

This authority will remain in effect until I have signed the cancellation section below.

Direct Deposit Election (Select One):

- ☐ I authorize direct deposit and have completed the account information below.
- ☐ Cancel current direct deposit and add new account information
- ☐ I decline direct deposit and wish to receive paper paychecks.

_____/_____/_____ (Date)	_____-_____-_____ (Social Security Number)	_____ (Employee's Signature)
_____ (Bank Account Number)	_____% (100% = Net Check)	or _____ (Flat Amount)
		☐ Checking OR ☐ Savings
_____ (Bank Account Number)	_____% (100% = Net Check)	or _____ (Flat Amount)
		☐ Checking OR ☐ Savings
_____ (Bank Account Number)	_____% (100% = Net Check)	or _____ (Flat Amount)
		☐ Checking OR ☐ Savings

ATTACH VOIDED PREPRINTED CHECK(S) FOR ALL ACCOUNTS IDENTIFIED ABOVE

****Please allow one full payroll cycle for processing. Direct deposit will begin the second payroll following receipt and** approval of this form**

CANCELLATION

I, (EMPLOYEE NAME) hereby request that direct deposit to the account number(s) above be discontinued effective one pay period after receipt of this request by the Tehama County Department of Education.

Date: _____

Employee's Signature: _____

****Termination of employment will inactivate this direct deposit request(s)****

****Any leave of absence can suspend funds being direct deposited until employee returns to work****