

DIRECT DEPOSIT / ELECTRONIC PAYSTUBS INSTRUCTIONS

Read Carefully:

1. Fill out the Direct Deposit Authorization form.
2. You may attach a check marked “VOID” (not a deposit slip) in the space provided (Over the “Bank Information” section of the form.) – please do not write void over any of the account numbers, so that we can double check the routing & account # information when we enter.
3. Return the form to attn.: payroll at the district office 111 SW Ash Street Dallas, OR 97338.
4. If you change banks, account numbers, or close an account, be sure to fill out another form so we are able to update the changes needed.
5. **The first month will be a trial month** and you will receive a paper paycheck (if the district receives your paperwork by the 15th of the month). The second month the direct deposit will take place. Or in the case of a Fixed Amount Deposit – that fixed amount will not be deducted from your check during the first month trial period.
6. There will be a trial month again anytime your account number or bank information changes.
7. Inspect your earnings record each month to make sure your check is being direct deposited. If it is not, you will have an actual check.



Dallas School District has electronic paystubs !!

When your paycheck is direct deposited, you will receive your paystub in an email before payday, and may print it anytime. (The paystubs are sent to the ‘work email’ entered in employee access center.) And as always, all employees can access and print any paystubs from the Employee Access Center **anytime!!**

DIRECT DEPOSIT AUTHORIZATION

(Use this form to Start a new direct deposit, Change bank accounts, Change dollar amounts, or Stop a current deposit)

Personal Information

Name _____ Employee ID# _____

EMAIL to receive your Paystubs = _____

NEW Direct Deposit Set Up

- Net Pay (Deposit my entire pay after deductions)
- Fixed Amount (Deposit fixed amount each month)
\$ _____

- Stop / Cancel Current Net Deposit**
- Stop / Cancel a Fixed Deposit**
Bank Name _____
Amount _____

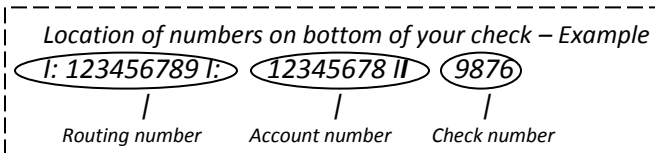
CHANGE Current Direct Deposit

- Net Pay (Change of Bank account)
- Change Fixed Deposit Amount
Old Amount \$ _____
New Amount \$ _____

Bank Information (Fill in below, or attach a copy of Voided Check)

Bank Name _____

Routing Number (9 digits) _____ Account Number _____



Authorization

I authorize Dallas School District to direct deposit payments (deducted from my paycheck each month) as I have indicated on this form.

Signature: _____

Date: _____

Send completed form to =
Attn: Payroll
Dallas School District No. 2
111 SW Ash Street
Dallas Oregon 97338

District Office Use:

Code _____ Date Entered _____ Test Month _____ Deposit Month _____ E-voucher _____