

PALM SPRINGS UNIFIED SCHOOL DISTRICT

NEW
 CHANGE

PAYROLL DIRECT DEPOSIT

Authorization Form

CL CE

EMPLOYEE # _____

NAME _____

LAST 4 OF SS# _____

I HEREBY REQUEST THAT MY PAYROLL WARRANTS BE ELECTRONICALLY TRANSFERRED TO MY FINANCIAL INSTITUTION(S) EFFECTIVE: _____

You may elect to transfer funds to one, two, or three different accounts. Please indicate the amount(s) and account(s) as follows:

1. Total Net Pay or \$ _____

Financial Institution _____

Checking Account# _____ (attach a voided check)

Savings Account# _____ (attach copy of portion displaying the account number)

2. Remaining Balance or \$ _____

Financial Institution _____

Checking Account# _____ (attach a voided check)

Savings Account# _____ (attach copy of portion displaying the account number)

3. Remaining Balance.

Financial Institution _____

Checking Account# _____ (attach a voided check)

Savings Account# _____ (attach copy of portion displaying the account number)

I, _____, shall hold harmless and indemnify the Palm Springs Unified School District, hereinafter referred to as District, and its officers and employees from any claim or demand of whatever nature including those based upon negligence of the District and its officers and employees, brought by any person, including any financial institution(s), against the District in its capacity as an employer concerning the Payroll Warrant Distribution provided by the District.

I hereby authorize the District to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above. I also authorize the financial institution(s) identified above to credit and/or debit the same to such account. The request completed above is for the distribution of my payroll warrant(s) from the effective date specified until rescinded in writing.

SIGNATURE _____

DATE _____

RETURN TO: PALM SPRINGS UNIFIED SCHOOL DISTRICT
FISCAL SERVICES/PAYROLL
150 DISTRICT CENTER DR.
PALM SPRINGS, CA 92264

OFFICE USE ONLY

EMPLOYEE # _____

DATE ENTERED: _____ BY: _____