



Granite School District

2500 South State Street • Salt Lake City, Utah 84115 • Phone: (385) 646-4312 Fax: (385) 646-4141

DIRECT DEPOSIT APPLICATION AND CHANGE NOTICE

Granite School District pays its employees using a "direct deposit" process where funds are electronically deposited to an employee's checking or savings account. For the safety of the employee, the District cannot take funds from your account other than to reverse an errant deposit; it can only *deposit* funds to your account.

It is strongly recommend that for your first direct deposit, you contact your financial institution to verify the funds were posted to your account. Once posted successfully, it is unlikely an error would occur in future pay periods. The most common problem encountered is when an employee closes a bank account without notifying the Payroll Office. It is the employee's responsibility to notify the Payroll Office of any changes to the checking or savings account which might affect the electronic deposit.

Granite School District will not accept any liability for direct deposits that do not properly post to your account, other than the responsibility to get the funds to the employee upon verification from the bank that the direct deposit did not successfully post. The process of verification can take several days, so please be sure to submit timely and accurate direct deposit information. Bank fees or similar bank charges are the responsibility of the employee.

Changes to your direct deposit account number or bank routing number must be in writing (using this form) and should be submitted to Payroll within 6 business days of the next payday in order to be effective on that payday. During the summer months of July and August, many paychecks are processed far in advance of their issue date. So, changes during July and August will need additional attention. Please contact the Payroll Office requesting instructions for changes during the summer months.

I have read and understand the information printed above. Please have my paychecks directly deposited into my Checking _____ Savings _____ account.

Signature _____ .

Name (please print) _____ .

Social Security or ID # _____ Date _____ .
ID# or SSN Required

Please attach a voided check or prepared document from your bank showing your account number and Bank's ABA number.