



## Direct Deposit Request (Please read the following information before completing this form)

To have your checks deposited directly into your savings or checking account(s), please enter your bank information on the form below. You can choose to have your funds deposited into as many as three (3) accounts, but you must have direct deposit for the total amount of your checks. You cannot have both direct deposit and a check created for you. The direct deposit will occur for every payroll period that you have earnings.

**NOTE: New requests and changes submitted on this form take 30-60 days to process.**

During this time, you will receive a printed check. Please verify with your bank that the deposit has begun before trying to access funds.

Employee Name: LAST \_\_\_\_\_ FIRST \_\_\_\_\_

Employee ID (or Social Security Number if new hire): \_\_\_\_\_

Do you currently have an active Direct Deposit agreement with San Diego Unified School District? Yes  No

Option 1: Use this option to deposit your check into <b>ONE (1) account</b>	Option 2: Use this option to deposit your check into <b>TWO (2) accounts</b> Use amount or %	Option 3: Use this option to deposit your check into <b>Three (3) accounts</b> Use amount or %
Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings  Bank Routing ID number _____ (usually found on the bottom left of your check)  Account # _____	<u>For Account 1</u> Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings  Bank Routing ID number _____ (usually found on the bottom left of your check)  Account # _____  Provide the Amount or % you wish to have deposited to this account Deposit this <b>AMOUNT</b> from each paycheck into this account \$ _____  <b>OR</b> Deposit this <b>%</b> of each paycheck into this account: _____%	<u>For Account 1</u> Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings  Bank Routing ID number _____ (usually found on the bottom left of your check)  Account # _____  Provide the Amount or % you wish to have deposited to this account Deposit this <b>AMOUNT</b> from each paycheck into this account \$ _____  <b>OR</b> Deposit this <b>%</b> of each paycheck into this account: _____%
**** You must attach a voided check for all checking accounts to be used. If you are using a savings account, please attach a deposit slip****  Return form to: Eugene Brucker Education Center Payroll Department 4100 Normal Street, Room 1150 San Diego, CA. 92103  Or Fax to 619-686-6729  For questions regarding your direct deposit you may call (619) 725-7736	<u>For Account 2</u> Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings  The remaining <b>amount or balance</b> from each check will be deposited to this account.  Bank Routing ID number _____ (usually found on the bottom left of your check)  Account # _____	<u>For Account 2</u> Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings  Bank Routing ID number _____ (usually found on the bottom left of your check) Account # _____  Provide the Amount or % you wish to have deposited to this account Deposit this <b>AMOUNT</b> from each paycheck into this account \$ _____  <b>OR</b> Deposit this <b>%</b> of each paycheck into this account _____%
Forms that are submitted with incomplete information or without an employee signature <b>will not be processed.</b> <b>Government regulations prohibit transfer of funds to a foreign institution. I certify that directly deposited funds are not transferred to a foreign bank account.</b>  Employee Signature _____ Date _____ Contact Phone Number _____		<u>For Account 3</u> Choose an Account Type Please check only one box <input type="checkbox"/> Checking <input type="checkbox"/> Savings The remaining amount or balance from each check will be deposited to this account. Bank Routing ID number _____ (usually found on the bottom left of your check)  Account # _____