

**BAY DISTRICT SCHOOLS**  
**Payroll Department**  
**Employee Authorization for Automatic Payroll Deposits**

New Application       Change

I hereby authorize the Bay District School Board to deposit my salary, after deductions, directly into my checking or savings accounts as indicated below. I agree that such credit to this account constitutes payment and receipt by me. The School Board reserves the right to recall funds sent in error and to interrupt or discontinue the Direct Deposit Program and issue paychecks to any and all employees.

EMPLOYEE'S LAST NAME	FIRST NAME	MI	EMPLOYEE ID OR SSN NO.	DATE
EMPLOYEE EMAIL ADDRESS			SCHOOL OR DEPARTMENT NAME	

**Please deposit my payment in accordance with these instructions:**

Net Check      **Account information must be indicated in this section.**

BANK NAME	BANK ADDRESS
BANK ROUTING NUMBER	BANK ACCOUNT NUMBER

CHECKING       SAVINGS  
(Please attach a voided check for verification purposes.)      (Please check with your bank to verify acceptance.)

\*\*\*\*\*

Set Amount      \$ \_\_\_\_\_      **Optional Election**

BANK NAME	BANK ADDRESS
BANK ROUTING NUMBER	BANK ACCOUNT NUMBER

CHECKING       SAVINGS  
(Please attach a voided check for verification purposes.)      (Please check with your bank to verify acceptance.)

\*\*\*\*\*

Set Amount      \$ \_\_\_\_\_      **Optional Election**

BANK NAME	BANK ADDRESS
BANK ROUTING NUMBER	BANK ACCOUNT NUMBER

CHECKING       SAVINGS  
(Please attach a voided check for verification purposes.)      (Please check with your bank to verify acceptance.)

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If you desire automatic deposit into a checking account, determine your bank routing number and bank account number from the bottom of your personal check. You must attach a copy of this personal check or voided personal check (not a deposit slip) to this form.

If you desire automatic deposit into a savings account, request the needed information from your banking institution for deposit into your account. It is not always the same as your deposit slip information so be sure to request this data.

This authority will remain in full force and effect until the School Board receives thirty (30) days prior written notification from myself as to any changes. Such notice will be sent to the PAYROLL DEPARTMENT. Prior to the initiation of the first deposit, the employee will allow the Payroll Department sufficient notification time to transmit new account information to the Clearing House. (This will take at least one (1) payroll period.)

It is understood that deposits into Optional Accounts will be dependent upon the payment amount to be received.

Example: Election of 3 deposit locations:	Payment of \$1,000.00	Payment of \$800.00
Optional #1    Bank 1, Account A, Amount \$200.00	Deposit    \$200.00	Deposit    \$200.00
Optional #2    Bank 2, Account B, Amount \$700.00	Deposit    \$700.00	Deposit    \$ 0.00
Required       Bank 3, Account C, Net	Deposit    \$100.00	Deposit    \$600.00

By indication of my signature below, I affirm that the above information is accurate and that I have read and understand the rules and procedures of the Bay County School District Direct Deposit Program.

EMPLOYEE SIGNATURE	HOME PHONE NUMBER

PAYROLL USE ONLY		INIT
DATE REQUESTED		
FIRST DEPOSIT DATE		
DISCONTINUED		
LAST DEPOSIT DATE		

<b>DISTRIBUTION</b>	
Original	- Payroll Department
Copy	- Employee

# BAY DISTRICT SCHOOLS

## Payroll Department

### Direct Deposit Rules and Procedures

#### I. Definition

The Direct Deposit Program (DDP) provides for automatic deposit of an employee's net pay and/or established amounts by electronic means into the bank accounts selected and authorized by the employee (maximum of three).

#### II. Application for DDP

- A. To utilize Direct Deposit, an employee must submit a completed "Employee Authorization for Automatic Payroll Deposits" form to the Payroll Department at the Bay County School Board Administrative Offices, 1311 Balboa Avenue, Panama City, Florida 32401. Applications should be delivered in person since they will contain the employee's bank account numbers and signatures thereon. Applications sent through the courier should be in a sealed envelope. When signed and delivered to the payroll office, this authorization becomes standing order for all subsequent pay periods until the order is changed by the employee. Such change must be made on an "Employee Authorization for Automatic Payroll Deposits" form which will be filed at the Payroll Department. Employees should allow up to 30 days for the change to be implemented.
- B. In order to ensure that the correct bank numbers are processed, applications with erasures or changes will not be accepted.
- C. For the employee's protection, all applications that reflect deposit into a checking account must include a voided check for verification. If deposit is requested into a savings account, it is the employee's responsibility to assure that the correct information has been provided. If supporting documentation for verification is available it should also be attached.

#### III. Who is eligible

All employees are required to participate in the Direct Deposit Program (DDP). If any employee with more than one job with the Bay County School District enrolls in DDP, payment for ALL jobs will be made by Direct Deposit, including summer and temporary jobs.

#### IV. Mandatory

Direct Deposit is mandatory for all instructional staff and educational support staff as of January 1, 2013.

Direct Deposit is mandatory for all non-bargaining employees as of July 1, 2012.

Direct Deposit is mandatory for all substitute individuals.

#### V. DDP Operating Rules

- A. Employees participating in DDP may select up to three (3) bank accounts to receive their deposit. If the payment being made to the employee does not support the breakdown as indicated, the application of the deposits will be applied in availability order.
- B. "Bank" is defined as any financial institution that will accept electronic fund transfers. It may be a commercial bank, credit union, savings and loan association or similar institution. We will attempt deposits as requested into pre-paid credit cards or other requested transaction locations, but we can not guaranty the success of these transaction.
- C. Electronic deposits will not be made until after a successful pre-notification test has been completed. This is a requirement of the Automated Clearing House (ACH) system to ensure that a RDFI is aware that direct deposits to the employee's account will be forthcoming and to verify the accuracy of the transmitted data. This procedure will allow the receiving bank to notify us of any errors so they can be corrected before actual transmission of financial transactions. The process will take at least one pay period.
- D. If an employee's designated RDFI (bank) rejects a deposit, or if the deposit is rejected by the ACH system, the School Board will administratively cancel the employee's participation in DDP. A pay check will be issued as soon as practical, but only after the Board has received credit for the amount of the deposit from the originating bank and the employee has completed and submitted a new Employee Authorization for Automatic Payroll Deposit form.
- E. An employee may change banks or bank accounts during the year. The School Board reserves the right to limit the number of changes an employee may make during any consecutive twelve (12) month period. Changes should be reported as soon as possible, as if not reported in a timely fashion it could result in remittance to the incorrect RDFI and result in the requirements noted in Item D.
- F. The School Board reserves the right to temporarily suspend the Direct Deposit Program whenever necessary to ensure that employees are paid accurately and on schedule.
- G. The Payroll Department will work with the bank to ensure timely posting of all direct deposits, however, the School Board is not responsible for any late posting of deposits when caused by:
  - 1. Bank Holidays.
  - 2. Failure of the Direct Deposit System.
  - 3. Errors of the employee's designated RDFI (bank).
  - 4. Interruption of communication facilities.
  - 5. Emergency conditions.

\* Section 119.071(5)(a) - Florida Statutes requires notification of the purpose as to the use of your Social Security Number when this information is requested. This information is necessary to search and verify the banking information for these direct deposit purposes. Authorized per Fla. Administrative Code 6A-1.0012 (2). Social Security Numbers and Bank Account numbers are confidential and exempt from public disclosure.