Payroll Unit Direct Deposit Authorization

PLEASE CHECK		
New Change Cancel		
PRINT LAST NAME, FIRST NAME, MIDDLE INITL	SOCIAL SECURITY NUMBER	
NAME OF SCHOOL DISTRICT (IF EMPLOYED WIT	WORK TELEPHONE NUMBER	
		()
NAME OF BANK/CREDIT UNION/SAVINGS & LOAN		BRANCH TELEPHONE NUMBER
	Savings	()
ACCOUNT NUMBER	ADDRESS OF BANK/CREDIT UNION/SAVINGS & LOAN (N	UMBER, STREET, CITY AND ZIP CODE)
I hereby authorize the district and the Los Ar	geles County Office of Education (LACOE) and/or its	agents to initiate electronic
deposits and, as necessary, debit corrections	to previous deposits to my account.	
I understand:		

Direct deposit will also be suspended if a a certificated

Direct deposit status may be suspended or rescinded by

the district or LACOE and payment made by county warrant, if necessary, to meet payroll deadlines or under

EMPLOYEE'S DEPOSIT ACCOUNT NO.

employee's credential expires.

extreme conditions.

- Direct deposit status is not activated until 10 days following a \$0 test transaction for new or change authorization.
 - I must submit a new *Employee's Direct Deposit Authorization*, Form No. 501-508, if I change my account (name, institution, branch, type account, etc.).
- Direct deposit status will be temporarily suspended if wages are garnished.

I agree to hold harmless and indemnify the district and Los Angeles County Office of Education and its officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of LACOE and its officers, employees, and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized.

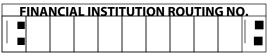
This authorization replaces any previously made by me and is to remain in effect until changed or canceled by submission of a new *Employee's Direct Deposit Authorization*.

ATTACH BELOW A DEPOSIT SLIP SHOWING THE INSTITUTION ROUTING NUMBER AND	SIGNATURE OF EMPLOYEE	DATE SIGNED
ACCOUNT NUMBER.	X	

ATTACH VOIDED CHECK HERE

FOR COUNTY OFFICE USE ONLY

Refer to the Direct Deposit Reference Guide



INPUT BY (PRINT NAME)