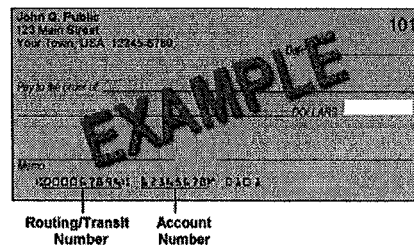


DIRECT DEPOSIT FORM

Direct deposit is required for all employees of the Shoreline School District #412. In addition to having your net pay deposited you are now able to set up additional banks for direct deposit of a specific dollar amount. Be advised that the amounts will show on your pay stub as 2nd ACH or 3rd ACH. **Please attach a voided check or documentation from your banking institution that includes your routing transit number and bank account number. It will be your responsibility to keep the payroll department informed of any changes to these accounts. The Payroll Department has the right to suspend the deduction due to limited funds.** By signing below you authorize the Shoreline School District #412 to directly deposit your net check and/or specific dollar amount to the bank(s) listed below.



Print Legal Name as Shown on SS Card

XXX-XX-_____
Last 4 Digits of Social Security Number

The purpose of this form is:
(check one or more)

- Direct Deposit of Net Check
- 2nd Bank Account Direct Deposit (Specific Amount)
- 3rd Bank Account Direct Deposit (Specific Amount)

DIRECT DEPOSIT OF YOUR NET CHECK:

Deposit Net Amount to: Checking Savings

Banking Institution

Routing Transit Number

Bank Account Number

SECOND BANK (ACH #2)

Deposit Specific Amount to: Checking Savings

Amount \$ _____

Banking Institution

Routing Transit Number

Bank Account Number

(Note: This amount will appear in Deductions on your pay statement as "2nd ACH")

THIRD BANK (ACH #3)

Deposit Specific Amount to: Checking Savings

Amount \$ _____

Banking Institution

Routing Transit Number

Bank Account Number

(Note: This amount will appear in Deductions on your pay statement as "3rd ACH")

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I hereby authorize the Shoreline School District #412 and the Bank(s) indicated above to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any erroneous entries to my account(s) indicated above. The authorization will remain in effect until the district has received written notifications of cancellation. **Notifications of any type of change must be in writing and received in the Payroll Office prior to the 8th of the month. I understand that I will receive a regular warrant until the account can be set up and verified.**

Signature

Date

Shoreline School District Policy on Mandatory Direct Deposit of Payroll for Staff and Faculty Effective July 1, 2012

Effective July 1, 2012 the Shoreline School District, in accordance with the Electronic Fund Transfer Act-Regulation E, section 205.10(e)(2), is mandating that all employees participate in direct deposit for all payroll transactions. The new policy and process are outlined below.

Please contact the Payroll Services office with questions about direct deposit: 206-393-4405/4406/4210/4240.

Definition of Direct Deposit

An electronic system of placing an employee's earnings in a checking or savings account at a United States financial institution of the employee's choice; also known as Electronic Funds Transfer (EFT).

Reason for Policy

This is in support of the district's sustainability effort and to benefit from the current state laws and rules governing direct deposit in Washington State in which Washington is a state that allows compulsory direct deposit (Electronic Fund Transfer Act-Regulation E, section 205.10(e)(2)-1).

Direct deposit allows a safe and reliable paperless transmittal of pay between the Shoreline School District and the banking institution(s) designated by the employee. Use of electronic direct deposit of pay statements is a more efficient and cost-effective approach than issuing hard copy checks.

Direct deposit provides assurance to employees that their pay will be in their bank accounts as of payday even if severe weather or other circumstances prevent actual paychecks delivered via U.S. mail. Employees enrolled in direct deposit do not have to make a trip to the bank to deposit their paycheck and may earn interest up to a full day on the remitted funds. Direct deposit is secure, convenient, and fast, and with direct deposit there are no lost checks. Reissuance of lost checks and tracking of un-cashed checks represents a significant time and resource strain on the district.

Who this Policy Applies to and Effective Date of Policy

Effective July 1, 2012, participation in direct deposit of payroll is mandatory for all faculty, staff, and temporary employees. An employee who is not currently enrolled in direct deposit is required to complete a direct deposit form and return the completed form to Payroll Services by June 30, 2012 in order to establish direct deposit by July 1, 2012.

Enrolling, Canceling, or Initiating Changes to Direct Payroll Deposit

Enrollment, cancellations, or changes to direct deposit require paper forms with the employee's original signature. Initial enrollment or changes to direct deposit require a completed direct deposit form. Please attach a voided check to the completed form. The direct deposit form can be found in the Human Resources Office (18560 1st Ave NE, Shoreline, WA) or in the Payroll-Forms section of the district website at:
<https://www.shorelineschools.org/Page/117>

New enrollments and/or changes need to be submitted by the 10th of each month in order to have funds be transmitted to the bank on payday. If received after the 10th, funds transmitted via direct deposit will begin the following month.

It is the employee's responsibility to notify Payroll Services when there is any change to their bank and/or bank account(s) that affects their direct deposit. Any change MUST be received in Payroll Services two weeks prior to the payday for which the change is to occur.

Pay Information Online

Earning statements or online pay information is available via Employee Access at:
<http://www.shorelineschools.org/resources/staff/>