

Nevada Joint Union High School District Automatic Payroll Deposit (APD) Enrollment Agreement

Name: _____

Employee ID # _____

New APD Set Up
Change bank accounts
Cancel APD

Contact Phone () _____

I understand:

- I hereby authorize my employer to initiate electronic deposits via the Automated Clearing House (ACH).
- A pre-notification (pre-note) is always sent prior to activating the deposit with real dollars. A pre-note is the initial test of the Transit/ABA/Check Digit and Account Number. A test is always done prior to actual dollars being sent. It is for the employee's protection that we do a pre-note service.
- Automatic Pay Deposit is not available to employees paid on the 10th of the month.
- I understand that if I close my account it is **my responsibility** to notify the payroll office in writing of this action ten days prior to my next pay date.
- If I fail to notify the payroll office prior to my payroll being processed, the bank will reject my direct deposit and reroute it back to the employer. This return process may take several banking days. Participants in the program agree that if this happens they will wait for the funds to be received by the employer before receiving a payroll warrant.
- I hereby authorize my employer to initiate adjusting debit entries through the bank's selected ACH processor to correct any erroneous credit entry previously initiated by my employer to my account.
- The submission and acceptance of this authorization supersedes any previously submitted direct deposit authorization(s).

Signature: _____

Date: _____

SEE OTHER SIDE FOR DIRECT DEPOSIT SET UP EXAMPLES.

Deposit Order	9 Digit Routing Number	Bank Name	Account Number	Account Type (checking or savings)	Balance Into Account (Yes or No)	\$ Amount	%
1							
2							
3							
4							

If depositing to a CHECKING/SHARE DRAFT account, attach a voided check to this form.
If depositing to a SAVINGS account, your financial institution provides a transit routing number and customer account number.



