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

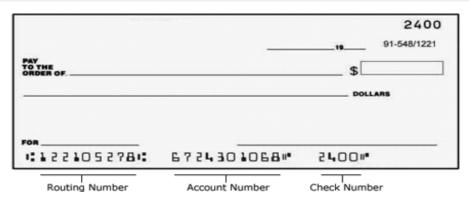
Name:		Employee ID #	
	New APD Set Up Change bank accounts Cancel APD	Contact Phone ()	
l understa	and:		
•	I hereby authorize my employer to initiate electronic deposits via the Automated Clearing	ng House (ACH).	
•	A pre-notification (pre-note) is always sent prior to activating the deposit with real dollar done prior to actual dollarsbeing sent. It is for the employee's protection that we do a prior to actual dollarsbeing sent.	rs. A pre-note is the initial test of the Transit/ABA/Check Digit and Account Number. A test is always ore-note service.	3
•	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	e 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 banking days. Participants in the program agree that if this happens they will wait for the program agree that if this happens they will wait for the program agree that if this happens they will wait for the program agree that if this happens they will wait for the program agree that if this happens they will wait for the program agree that if this happens they will wait for the program agree that if this happens they will be processed.	et my direct deposit and reroute it back to the employer. This return process may take several 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 se	lected 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 subm	itted direct deposit authorization(s).	
Signature	:	Date:	

SEE OTHER SIDE FOR DIRECT DEPOSIT SET UP EXAMPLES.

Deposit	9 Digit Routing			Account Type (checking or	Balance Into Account		
Order	Number	Bank Name	Account Number	savings)	(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.



Scenario #1 Employee wants their entire net check deposited into a checking account.

				Account Type	Balance		
Deposit				(checking or	Into Account		
Order	Routing Number	Bank Name	Account Number	savings)	(Yes or No)	\$ Amount	%
1	121135045	Tri Counties Bank	000123456789	checking	yes	0	0
2	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)

Scenario #2 Employee wants \$500 to go to a savings account and the rest to go to a checking account at the same institution.

				Account Type	Balance		
Deposit				(checking or	Into Account		
Order	Routing Number	Bank Name	Account Number	savings)	(Yes or No)	\$ Amount	%
1	121100782	Bank of the West	12345-67890	savings	no	500	0
2	121100782	Bank of the West	000123456789	checking	yes	(blank)	(blank)

Scenario #3 Employee wants to divide paycheck between three accounts by amount: \$300 to savings, \$400 to checking, and the balance to a different checking account.

				Account Type	Balance		
Deposit				(checking or	Into Account		
Order	Routing Number	Bank Name	Account Number	savings)	(Yes or No)	\$ Amount	%
1	121000358	Bank of America	12345-67890	savings	no	300	0
2	121100782	Bank of the West	000123456789	checking	no	400	10
3	121135045	Tri Counties Bank	000123456789	checking	yes	0	0
4	(blank)	(blank)	(blank)	(blank)	no	(blank)	(blank)

Scenario #4 Employee wants to divide paycheck amount 3 accounts by amount and percentage; \$300 to savings, 10% to checking, and the balance to a different checking account.

Deposit				Account Type (checking or	Balance Into Account		
Order	Routing Number	Bank Name	Account Number	savings)	(Yes or No)	\$ Amount	%
1	121000358	Bank of America	12345-67890	savings	no	300	0
2	121100782	Bank of the West	000123456789	checking	no	0	10
3	121135045	Tri Counties Bank	000123456789	checking	yes	0	0
4	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)