

# ELECTRONIC DEPOSIT AUTHORIZATION

## SHASTA COUNTY OFFICE OF EDUCATION

PAYROLL DEPARTMENT  
1644 MAGNOLIA AVENUE  
REDDING CA 96001  
(530) 225-0200

- NEW REQUEST                      EFFECTIVE DATE: \_\_\_\_\_  
 NAME CHANGE  
 ACCOUNT NUMBER CHANGE

For checking account deposits, attach a voided check here.

For savings account deposits, we need the account ID number and transit routing number. If in doubt, contact your financial institution. Any missing or incorrect information will cause delays in enrollment.

In most instances, your authorization for EFT/Direct Deposit, will be activated after at least one full pay cycle to allow for a TEST payroll period. During this time you will continue to receive your paycheck as you normally would. Supplemental pay and Demand pay will **NOT** be eligible for direct deposit.

## AUTHORIZATION

PLEASE PRINT OR TYPE

### SELECT ONE:

- CHECKING (Acct. number)                       SAVINGS (Acct. & transit number)

|   |
|---|
| Name of Payee (last, first, middle initial)       |
| Social Security #                                 |
| Home Mailing Address                              |
| City  |
| State/Zip   |
| Name of Financial Institution                     |
| Branch Name and Telephone number (with area code) |

I authorize the Shasta County Office of Education to initiate accounting transactions to deposit my net pay directly into the account indicated above and to correct any errors which may occur from these transactions. I also authorize the Financial Institution to post these transactions to the account. This authorization is to remain in force until the Shasta County Office of Education receives written notice from me to cancel or change this authorization.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

## CANCELLATION

EFFECTIVE DATE \_\_\_\_\_

(Complete this section to **CANCEL** the Direct Deposit Authorization)

I hereby cancel the authorization for the Shasta County Office of Education to initiate direct deposits into my checking/savings account(s).

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE