

***Lufkin Independent School District***

**Employee Direct Deposit Forms**

1. Complete all information below and return to Payroll Department

2. Sign the bottom of the form and attach either a voided check or bank letter.

3. Any changes must be submitted thirty (30) days prior to payday.

**Select Action (check one)** □ New Deposit □ Change

**Account Type (check one)** □ Checking □ Savings □ Pay Card

**Financial Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank Routing Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Direct Deposit Guidelines***

* Direct deposit for payroll checks are mandatory for Lufkin ISD employees.
* Effective dates will vary based on payroll processing schedules.
* Occasionally, a direct deposit does not take place due to errors/omissions on direct deposit authorization forms, forms not received prior to processing cut off dates, bank electronic transmission/receiving problems, etc. **LISD cannot reimburse employees for NSF fees or account overdraft charges.** District employees are personally responsible for ensuring that payroll funds have made it into their account, and are available, before spending the funds.
* The exact time of credit to your individual account is determined by the policies of your bank; questions regarding time of credit should be directed to your financial institution.
* Incorrect ABA bank routing numbers will delay direct deposit to your bank and could delay access to your funds. Questions regarding ABA bank routing numbers should be directed to your financial institution.
* It is sometimes necessary to suspend direct deposit when an employee terminates employment; this may result in the issuance of a paper check.
* I authorize Lufkin ISD to perform debit entries and adjustments via ACH for any amounts deposited to my account electronically in error. If the designated account is closed or has an insufficient balance to allow the withdrawal, then I authorize Lufkin ISD to withhold any payments owed to me by Lufkin ISD until the erroneously deposited amounts are repaid.

***I understand and accept the Direct Deposit Guidelines as outlined above.***

**Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print)**

**Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**