



East Bay Regional Park District

Direct Deposit Sign-Up/Authorization Form

Print Name _____

Social Security Number: _____

Department _____

Employee Number: _____

Begin Deposits

Change Information

Cancel Deposits

DEPOSIT WILL BE MADE TO THE FOLLOWING ACCOUNTS:

(If checking account, attach a check or deposit slip with "VOID" written on the front for each account.)

Bank 1:	<input type="checkbox"/> Entire Net Paycheck to Single Institution or <input type="checkbox"/> Fixed amount or percentage per pay period: \$ _____ or _____ %
	Name of bank _____
	Account # _____
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank 2:	Fixed amount or percentage per pay period: \$ _____ or _____ % or <input type="checkbox"/> Net Balance after #1
	Name of bank _____
	Account # _____
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank 3:	Fixed amount or percentage per pay period: \$ _____ or _____ % or <input type="checkbox"/> Net Balance after #1 & #2
	Name of bank _____
	Account # _____
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

AUTHORIZATION

I authorize East Bay Regional Park District to initiate deposits (and/or corrections to previous deposits) to my bank account(s) as indicated on this authorization. This authorization will remain in effect until I give written notice to the Payroll Department or upon termination of my employment with East Bay Regional Park District. Written notice of changes shall not be effective until one full pay period following receipt of the requested change in the Payroll Department.

Employee's Signature _____

Date _____

PAYROLL USE ONLY		
Date Received: _____	Input _____	Employee # _____
	Initials Date	



East Bay Regional Park District

Direct Deposit Fact Sheet

Forget about rushing out to cash your check

Instead, sign up for *Direct Deposit*. Then, your paycheck will be deposited directly into your own checking or savings account every payday – even if you're out of the office, on vacation, or too busy.

You can enjoy your free time.

It's convenient. It's safe – your paycheck can't be stolen or lost. It's reliable – you will still get a pay stub to show your pay, tax withholdings and deductions.

Here's how it works

Regardless of where you bank, you can sign up for direct deposit by filling out the form on the reverse side and giving it, along with a voided check, to the Payroll Dept.

That's all there is to it! As soon as the service is set up, your pay can be deposited directly into your account.

Please note that there may be a one pay period delay in implementing your Direct Deposit. This is necessary to verify computer recognition of the Bank Identification provided. You will continue to receive a regular paycheck until the Direct Deposit takes effect.

Your earning statement will show your gross pay, tax and other deductions, as well as the take-home pay that has been deposited to your account.

With direct deposit, you'll be able to enjoy your free time on payday, instead of having just one more errand to do.

Questions and Answers

❖ Do I need to switch my bank account to take advantage of this service?

Your pay can be deposited in just about any bank, savings and loan or credit union in the country.

❖ When will my pay be deposited?

Your pay is automatically deposited to your account every payday.

❖ Can I deposit a portion of my paycheck into different accounts?

Yes, you can split your paycheck into fixed amounts or percentages and deposit each portion into different accounts . . . even at more than one bank.

❖ When can I get cash?

Most banks will make your pay available at ATMs and branches at the opening of business on payday.

❖ What if I want to change my bank account after joining the program?

If you change your account or financial institution, simply contact the Payroll Dept. to complete a new Authorization Form.

❖ Suppose I try it and don't like it?

No problem. You can switch back to regular paychecks. But we think that once you try it, you'll love the convenience.

So sign up now . . . and make your payday easier.