



Keller Independent School District

The community of Keller ISD will educate our students to achieve their highest standards of performance by engaging them in exceptional opportunities.

ALL EMPLOYEES MUST BRING DIRECT DEPOSIT CHANGES TO THE PAYROLL DEPT. CHANGES WILL NOT BE ACCEPTED VIA EMAIL OR FAX.

Authorization Agreement for Direct Deposit

EMPLOYEE AUTHORIZATION

By your signature, you are authorizing Keller ISD to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries made in error to the primary and/or secondary account(s) indicated below. This authority will remain in effect until you provide Keller ISD written notification to terminate the direct deposit. Written notification of termination must be received at least 6 business days prior to the upcoming pay day.

Keller ISD takes all reasonable steps to ensure that employees receive the correct amount of pay on each paycheck. In the unlikely event that there is an error in the amount of pay, the employee should promptly contact the Payroll Department so that corrections can be made as quickly as possible. No employee is entitled to retain any pay in excess of the amount he/she has earned according to the agreed upon rate of pay.

Pre-notes are processed prior to each payroll so that the employee's direct deposit addition/change may take place with the most current payroll. If the addition/change is made after pre-notes are processed, a live payroll check will be issued. All live checks must be picked up in the Payroll Department.

Once a direct deposit has been successfully transmitted, your bank is responsible for the availability of your funds. If the account has been closed, your bank will return the funds to Keller ISD; however, the funds must be received before Payroll will issue a replacement check or direct deposit to a new account. This may take up to 7 business days.

Employee: _____

ID #: _____

(Please print)

Signature: _____

Campus: _____

DIRECT DEPOSIT TYPE AND BANK INFORMATION

Select One:

- New
 Additional account(s)
 Account/Bank change
 Increase/decrease amount

Select One:

- Primary checking account: entire net check will be deposited in to this account
 Primary CashPay debit card: entire net check will be deposited on a debit card
 Secondary checking account Specific amount required: \$ _____
 Savings account Specific amount required: \$ _____

Bank Name: _____

Provide the information below for your bank if it is not included on the account documentation:

Address: _____

Bank Phone #: _____

City: _____

State: _____

ZIP: _____

REQUIREMENTS FOR DIRECT DEPOSIT

The following document(s) must be provided by the employee requesting direct deposit

NOTE: EMPLOYEES ARE REQUIRED TO SUBMIT:

- 1) SUBMIT A VOIDED CHECK FROM THE BANK ACCOUNT OR A DIRECT DEPOSIT AUTHORIZAITON FORM FROM THEIR FINANCIAL INSTITUTION.
- 2) PRESENT THE ORIGINAL DOCUMENT(S) IN PERSON AT THE PAYROLL DEPARTMENT WITH PHOTO IDENTIFICATION.

Checking Account:

- Pre-printed voided check ONLY
- Deposit slips are not accepted
- Temporary checks are not accepted

Savings Account:

- Membership card
- Bank statement

CashPay Card:

- CashPay account application

Payroll Dept Use Only

Bank Code: _____ Date entered: _____

Initials: _____

Pre-Note Processed On: _____

Initials: _____