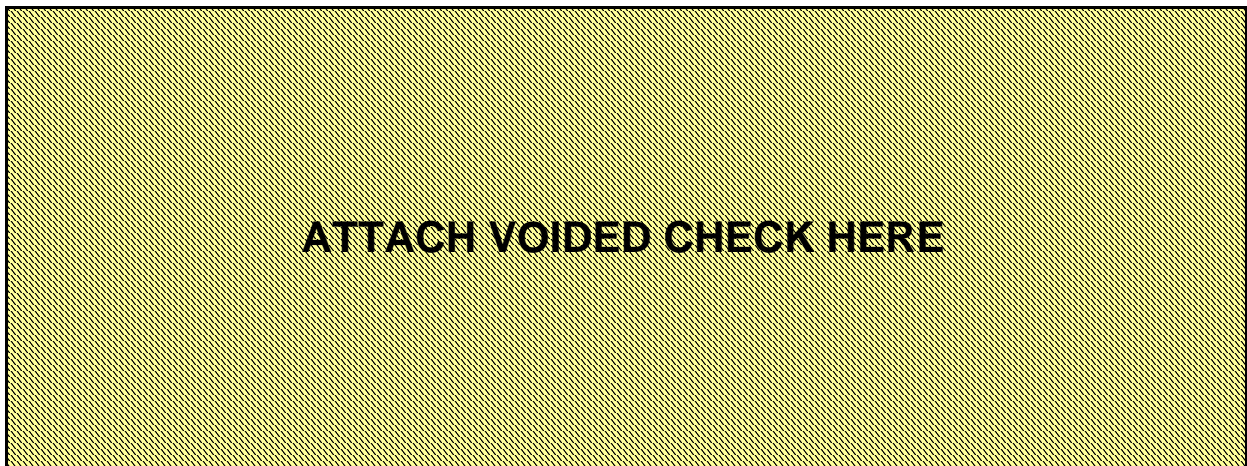


# MONROVIA UNIFIED SCHOOL DISTRICT

## PAYROLL UNIT

### Employee Direct Deposit Authorization

PLEASE CHECK ONE <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel <input type="checkbox"/> Reinstate		
<u>PRINT LAST NAME, FIRST NAME, MIDDLE INITIAL</u>	<u>BANK NAME/CREDIT UNION/SAVINGS &amp; LOAN</u>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
<u>WORK LOCATION</u>		
<u>CONTACT PHONE NUMBER</u>		
<p>I hereby authorize the district and the Los Angeles County Office of Education (LACOE) and/or its agents to initiate electronic deposits and, as necessary, debit corrections to previous deposits to my account.</p> <p>I understand:</p> <ul style="list-style-type: none"> <li>● Direct deposit status is not activated until 10 days following a \$0.00 test transaction for new or changed authorization.</li> <li>● I must submit a new <i>Employee's Direct Deposit Authorization</i>, if I change my information (<b>name, bank, type of account, etc</b>).</li> <li>● Direct deposit status will be temporarily suspended if wages are garnished.</li> <li>● Direct deposit will also be suspended if a certificated employee's credential expires.</li> <li>● Direct deposit status may be suspended or rescinded by the district or LACOE and payment made by county warrant, if necessary, to meet payroll deadlines or under extreme conditions.</li> </ul> <p><b>I agree to hold harmless and indemnify the district and LACOE and its officers, employees and agents from any claim or demand of whatever nature, including those based upon negligence of LACOE and its officers, employees and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized.</b></p> <p>This authorization replaces any previously made by me and is to remain in effect until changed or canceled by submission of a new <i>Employee's Direct Deposit Authorization</i>.</p>		
<b>BELOW, ATTACH A VOIDED CHECK SHOWING THE INSTITUTION ROUTING NUMBER AND ACCOUNT NUMBER</b>	<u>SIGNATURE OF EMPLOYEE</u>  <div style="text-align: center; font-size: 24px;">X</div>	<u>DATE SIGNED</u>



FOR DISTRICT PAYROLL UNIT USE ONLY																																	
<div style="background-color: yellow; border: 1px solid black; padding: 2px; text-align: center; font-size: 8px;">FINANCIAL INSTITUTION ROUTING #</div> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>																	<div style="background-color: yellow; border: 1px solid black; padding: 2px; text-align: center; font-size: 8px;">EMPLOYEE DEPOSIT ACCOUNT NUMBER</div> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>																
INPUT BY: _____	DATE: _____																																