

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

EMPLOYEE AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSITS

Please enter all valid information as indicated below. Submit completed form to the Payroll Department. See page 2 for additional instructions.

PLEASE TYPE OR PRINT CLEARLY:

Name: _____
Last Name First Name Middle Initial

Employee ID #: _____ **Employees Last Four SSN:** _____

Work Location: _____

Work Phone #: _____ **Home or Cell #:** _____

Employee District Email: _____

BANKING INFORMATION *PLEASE COMPLETE ALL SECTIONS*

| | |
|--------------------------------------|--|
| <u>Account Info:</u> | SDOC Bank Code: _____ <small>For Payroll Department Use Only</small> |
| Financial Institution: _____ | |
| Routing Transit Number: _____ | |
| Account Number: _____ | |
| Select One: | <input type="checkbox"/> Checking <input type="checkbox"/> Savings |

I hereby authorize the School Board of Osceola County, Florida to initiate direct deposit of my salary, after deductions, into my account at the financial institution indicated above. I also authorize the School Board to reverse/recall any deposits erroneously deposited in my name. I understand that I should verify the deposit of my payroll check before using the funds. This authorization is to remain in full force and effect until SDOC receives written notice from me of its termination or upon termination of my employment.

Signed: _____ **Date:** _____

Please attach a copy of a voided check or bank account verification letter with the Bank Name, Routing Transit Number and Account Number for verification of information provided above. Your request for Automatic Payroll Deposit will remain in effect until cancelled in writing by you, using the Cancel Direct Deposit form available on the Employee Portal.

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Additional Instructions:

1. All fields are required to be completed for verification of identity.
2. This form may be sent via email only from your district email account and/or your schools' secretary to Payroll@osceolaschools.net or hand delivered to:

The School District of Osceola County, Florida

Attn.: Payroll Department

817 Bill Beck Boulevard

Kissimmee, FL 34744-4495

- NOTE: if you drop it off, you will be asked to present your ID for verification of identity.

The School District of Osceola County (District) provides for the direct deposit of regular salary paychecks issued on or about a bi-monthly basis (15th and end of each month). Payment for benefits and disability insurance benefits are NOT eligible.

Electronic deposits will not be made until after a successful prenotification (prenote) test has been completed. A prenote will be assumed successful if the District is not advised of problems by any participating bank. Please allow sufficient time for the prenote process.

If an employee's bank rejects a deposit, the District will administratively cancel the employee's participation in the direct deposit system. A live paycheck will be issued as soon as practical, but only after the District has received a credit for the amount of the deposit from the originating bank.

A NEW AUTHORIZATION form must be completed if the employee wishes to CHANGE the bank or account that has been designated for direct deposit.

The District reserves the right to temporarily suspend direct deposit whenever necessary to ensure that employees are paid accurately or on schedule. The District has the right to recall funds sent in error to any employee.

The District is not responsible for the late posting of deposits when caused by:

1. Bank holidays
2. Failure of the Federal desposit system
3. Errors of the employee's bank, originating financial institutions, or any intermediaries after information is transmitted by the District
4. Interruption of communication facilities
5. Emergency Conditions
6. Other circumstances beyond the control of the School District

The School District of Osceola County, Florida assumes NO RESPONSIBILITY for bank fees incurred by employees should the direct deposit system fail for any reason.

An Equal Opportunity Agency