

Direct Deposit Instructions

We offer electronic direct deposit of your net pay to all financial institutions that participate in the Federal ACH System. Please fill out the form on the reverse side of these instructions and return it to the Business Office.

Forms are processed according to the time lines below:

Form due date: Last day of pay period prior to beginning direct deposit.

Actual direct deposit: Amount is transferred to the specified account on the pay date after your form is received in the Business Office.

Since electronic direct deposit of pay will allow you to have your net pay in your bank account on the pay date, we strongly encourage you to fill out the form on the reverse side. You will receive a check stub detailing your earnings information each pay period.

It is very important that you contact us immediately if you make any changes to the bank account that you elect to have your check deposited after you have set-up direct deposit.

If you have any questions or need help completing the form, please contact the Business Office at (231)745-4791.