



Molalla River School District

Employee Authorization for Net Pay/Expense Reimbursement Direct Deposit

Please complete and return this form to the MRSD payroll office.

Oregon law permits employers to pay wages to employees through direct deposit without the prior consent of the employee.

The district will directly deposit funds into your financial institution as indicated below.

Employee's Name (Please Print) _____

Employee ID Number _____

New/Change Authorization

Effective _____

Cancel Authorization
(Used for cancelling direct deposit only)

Effective _____

CHANGES TO CURRENT DIRECT DEPOSIT INFORMATION (BANK OR ACCT. #) AUTOMATICALLY AUTHORIZES CANCELLATION OF PREVIOUS DIRECT DEPOSIT INFORMATION. ALL NEW/CHANGE AUTHORIZATIONS WILL HAVE A PRE-NOTIFICATION RECORD SENT TO THE FINANCIAL INSTITUTION ONE PAY PERIOD BEFORE FUNDS ARE ACTUALLY DIRECT DEPOSITED.

PAYROLL/EXPENSE REIMBURSEMENT

(Choose One)

Checking

Savings

Name of Bank

Branch

Checking Account (Attach a voided check below)

Savings Account (Provide information from financial institution)

Routing# _____ Account# _____

I understand and authorize the Molalla River School District and the bank listed above to deposit my payroll net pays automatically to my account each payday and accounts payable expense reimbursements when processed. If funds to which I am not entitled are deposited to my account, I authorize you to direct the bank to return the said funds. This authority will remain in effect until I have cancelled it in writing.

Employee Signature

Date

ATTACH A VOIDED CHECK HERE

TYPES OF DEPOSITORIES: Employee may select one depository from the following list of institutions, provided that the program is acceptable by that financial institution:

Any Saving and Loan, National or State Bank or Credit Union

WHO MAY PARTICIPATE: Regular and temporary employees in active service or on early retirement status, as well as substitute employees are eligible to participate in this program.

METHOD OF DEPOSIT TO BANKING INSTITUTIONS: Financial institutions that are members of the Automatic Clearing House Association (ACH) will have employees' deposits updated electronically through the Electronic Funds Transfer (EFT) system.

ALL NEW/CHANGE AUTHORIZATIONS PROCESSED THROUGH ELECTRONIC FUNDS TRANSFER WILL HAVE A PRE-NOTIFICATION RECORD SENT TO THE FINANCIAL INSTITUTION ONE PAY PERIOD BEFORE FUNDS ARE ACTUALLY DIRECT DEPOSITED.

SERVICE TERMINATION: If an employee terminates active service or is on an unpaid leave of absence -

The net pay direct deposit will automatically be cancelled.

The net pay direct deposit will not be cancelled during a paid leave of absence unless cancelled by the employee.

PAYROLL RESPONSIBILITY:

Set up new authorization and process EFT pre-notifications as authorized.

Change or cancel net pay direct deposit in accordance with authorizations signed by the employee.

Make prompt remittances to the proper financial institutions.

Opt Out:

I understand using Direct Deposit is the district's selected method of payment for all employees. However, I elect to not participate at this time.

Employee Signature

Date

PLEASE DIRECT QUESTIONS TO THE DISTRICT PAYROLL OFFICE: 503-829-2359 EXT. 241.