

# AUTHORIZATION AGREEMENT FOR CCSD93 DIRECT DEPOSIT

NAME: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

NAME OF BANK: \_\_\_\_\_

BANK ROUTING #: \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_  SAVINGS  CHECKING

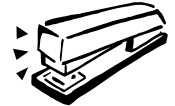
E-MAIL ADDRESS: \_\_\_\_\_

(Substitute/Summer Helper Only)

Check box to discontinue Direct Deposit.

Check box if this is your initial Direct Deposit agreement. **Attach voided check.**

Check box if this is a revision to a previous agreement. **Attach voided check.**



READ  
THIS

**When you begin direct deposit or make a revision to your direct deposit account, a pre-note authorization process takes place in order for your financial institution to validate your account. This process takes 3 to 4 days and funds are not direct deposited until this process is complete. During this period if there are any errors Payroll will contact you. Any changes to direct deposit must be received by Payroll 3 weeks prior to pay date.**

- In an effort to reduce the use of paper, direct deposit vouchers will not be printed. An e-mail informing you of your direct deposit will be sent to your D93 Google g-mail address, unless you are a substitute/summer helper, in which case it will be sent to the personal email account you have provided above.
- Instructions on accessing your individual information on the IVisions Web Portal will be provided.
- You may choose any financial institution and there is no cost for direct deposit.
- Notify Payroll of any change in account number or financial institution to insure that funds are deposited to the correct account.
- Notify Payroll of a change in ownership of your financial institution.
- Notify Payroll of a change in your email address.
- Your funds are available to you at 12:01 a.m. on any given payday.

*I hereby authorize the CCSD93 Payroll Department to direct deposit my paycheck. I have read this agreement and understand that it is my responsibility to access my individual direct deposit information through the IVisions Web Portal.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

For Office Use Only

Pre-note Date \_\_\_\_\_ Live Date \_\_\_\_\_

- Email Name  Uncheck Prenotification  
 DD Activation and Set-Up

Revised 5/12/21