

Franklin Central Supervisory Union  
 BFA / NWTC – St. Albans City – St. Albans Town – Fairfield – Early Childhood  
**Payroll Direct Deposit Authorization Agreement (PDD)**

I hereby authorize Franklin Central Supervisory Union (FCSU) to initiate credit entries to my account (s) as I have indicated below at the financial institution named below. I acknowledge that the origination of ACH transactions to my account must comply with the legal provisions of the U. S. This authority is to remain in full force and effect until FCSU has received written notification of termination or change from me and in such time and manner as to give the FCSU and pertinent Financial Institution(s) a reasonable opportunity to act.

All accounts listed must be transaction accounts on which the employee requesting electronic transfer is and remains a signer.

Direct deposits follow a pre-defined payroll schedule, however; if a payroll distribution is delayed, or a variance in schedule or amount occurs, the FCSU/member district shall not be responsible for any overdrafts or bank fees. Should you find any discrepancies in your pay distribution, please notify your payroll representative immediately.

Your directive will be used for all payroll payments received throughout the FCSU and its member districts. If you experience a break in service you will be asked to complete a new PDD form. The FCSU reserves the right to request further information.

**Please see the reverse for completion instructions and key information.**

Employee Name PRINTED \_\_\_\_\_

Primary School \_\_\_\_\_

- ACTION REQUESTED:     Begin Direct Deposit                       Make a Change, this will replace any pre-existing PDD request.
- Please terminate my direct deposit transactions previously submitted, I realize these will terminate on the next available payroll date once my form is received.

Attach Voided Check(s) / Savings Coupons / Financial Institution documentation HERE.	<u>Priority One</u>  Bank: _____ Route and Transit or ABA number: _____  Account Number: _____  Type:    _____ Checking _____ Savings  <input type="checkbox"/> Deposit Entire Net Pay Each Pay Period <input type="checkbox"/> Deposit \$ _____ of Net Pay Each Pay Period	<u>Priority Two</u>  Bank: _____ Route and Transit or ABA number: _____  Account Number: _____  Type:    _____ Checking _____ Savings  <input type="checkbox"/> Deposit Entire Net Pay Each Pay Period <input type="checkbox"/> Deposit \$ _____ of Net Pay Each Pay Period	<u>Priority Three</u>  Bank: _____ Route and Transit or ABA number: _____  Account Number: _____  Type:    _____ Checking _____ Savings  <input type="checkbox"/> Deposit Entire Net Pay Each Pay Period <input type="checkbox"/> Deposit \$ _____ of Net Pay Each Pay Period
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I understand that it is my responsibility to notify FCSU payroll representative of any changes with regard to my PDD choices

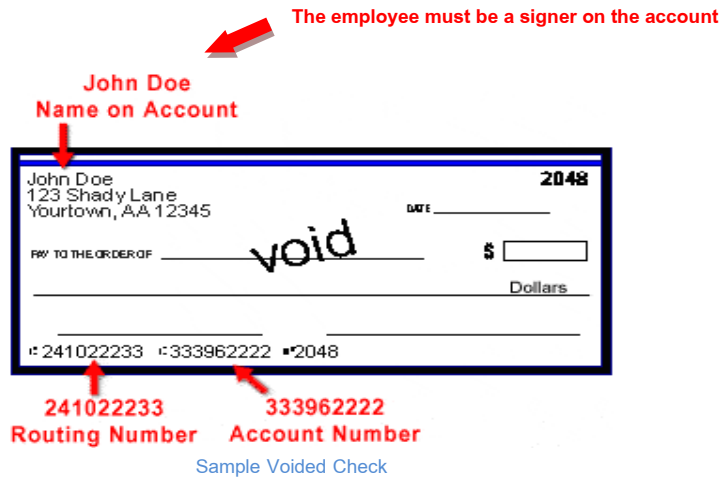
\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

Office Use Only: Pre-Note Date _____ Initial Live Transaction: _____ Termination _____ Notes:
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Direct Deposit Authorization form instructions:

- 1) Clearly print your name and that of your school.
- 2) If this is your first application for direct deposit, check the "begin direct deposit" box; if it is a change to a pre-existing request, check "Make a Change". The new form will replace any pre-existing request.
- 3) List your accounts in order of deposit preference if applicable. The account listed as "Priority One" will receive its funds first and so forth. The payroll system can accommodate up to three (3) separate deposits into transaction accounts. The priority you request will be completed as net pay is available.  
**Note:** Accounts eligible for deposit are transaction\* accounts on which you are a signer.
- 4) Employees must attach a voided check (for checking account routing) or a deposit slip (for savings account routing). Your financial institution can provide you with the documentation you need.
- 5) List the routing and transit or ABA number, account number, account type, and deposit amount (or net pay) for each account listed.



- 6) Sign and date the form and deliver it to your payroll officer in the FCSU business office.
- 7) Once received by the payroll officer the form will be keyed into the system and set to "pre-note". When the next payroll is processed, a pre-note is sent through ACH to your financial institution and you receive a paycheck.
- 8) If the pre-note is not rejected by the ACH, or financial institution the next or second payroll from the initiation of your direct deposit will be processed with your requested amounts. If the pre-note is rejected by the financial institution the errors are resolved and the new set-up "pre-noted" again.

To terminate a direct deposit, simply print a form, check the appropriate box, complete the date field, sign the form and forward it to your payroll officer.

*\*Transaction Account: A deposit account from which the account holder is permitted to make withdrawals or transfers by negotiable or transferable instrument, payment order of withdrawal, telephone transfers, similar means to make transfers to third parties.*