

New	
Change	
Cancel	

AUTOMATIC PAYROLL DEPOSIT Authorization Agreement

School District	Imperial Community College District	District # 01	
Employee Name	Social Security #		
Financial Institution	_		
Routing Number	Account Number		
Checking (23)	Savings (33)		
IMPORTANT NOTES: PLEASE NOTIFY THE DISTRICT'S PAYROLL OFFICE BEFORE MAKING ANY CHANGES TO AN ACCOUNT RECEIVING AN AUTOMATIC PAYROLL DEPOSIT(APD), IT CAN CAUSE FUNDS TO BE UNAVAILABLE FOR UP TO TWO WEEKS IF THE ACCOUNT IS CLOSED. A CHECK WILL NOT BE ISSUED TO THE EMPLOYEE UNTIL THE MISDIRECTED FUNDS ARE RECOVERED. ON AVERAGE, SETTING UP AN AUTOMATIC PAYROLL DEPOSIT CAN TAKE UP TO TWO PAYROLL CYCLES WHEN TURNED IN BY THE 15TH OF THE MONTH. IN THE EVENT THAT THE EMPLOYER REMOVES THE EMPLOYEE FROM THE APD PROCESS DUE TO CERTAIN CIRCUMSTANCES YOU WILL NEED TO RESUBMIT THE FORM AND BEGIN THE PRENOTE PROCESS AGAIN. I authorize the Imperial County Office of Education to initiate credit entries to my bank account. In the event of a credit entry error, I authorize the Imperial County Office of Education to initiate debit entries and adjustments to correct the error.			
Authorized Signature:		Date	
 ► Employee must be to a new APD form modistrict to district. ► For a checking accordance bank enrollment for a savings account. 	lled in. on the form and on the backup do not match the account holder and backup documentat must be submitted for every district: autom ount, attach a voided check, copy of a bank rm (signed by a bank representative). nt, attach copy of a bank statement, comput rm (signed by a bank representative), a void	atic payroll deposits do not transfer from statement, computer printout, uter printout, ID/membership card,	
For ICOE/District Financial	Services Use:		
Received:	Prenote Date:	APD Date:	

Revised: February 2010