

Please print this form on PINK paper before completing.
Questions may be directed to the Payroll/Employee Benefits Specialist at 814-886-8121 x1008.

PENN CAMBRIA SCHOOL DISTRICT
PAYROLL DIRECT DEPOSIT AUTHORIZATION

For payroll direct deposit, you may identify multiple direct deposit accounts (example: 1 checking & 1 savings, or 2 checking or 2 savings).

*If you are unsure of your bank routing or account numbers, please verify with your bank.
If the wrong numbers are entered, the direct deposit will be rejected! Certain accounts may have restrictions on deposits and withdrawals. Check with your bank for more information specific to your account.*

If you are splitting between accounts using percentages, the percentages must total 100%. If you are splitting between accounts using a flat amount, the flat amount will be deposited into the first account, and any amount remaining will be deposited into the second account.

Please contact the Payroll Office if you want to identify more than 2 accounts.

NAME _____

BANK NAME _____ BANK ROUTING NUMBER _____

BANK ACCOUNT # _____

TYPE OF ACCOUNT _____ CHECKING _____ SAVINGS

% OF NET INTO THIS ACCOUNT _____%

OR FLAT AMOUNT INTO THIS ACCOUNT \$ _____; WITH THE BALANCE TO BE DEPOSITED TO THE FOLLOWING ACCOUNT:

BANK NAME _____ BANK ROUTING NUMBER _____

BANK ACCOUNT # _____

TYPE OF ACCOUNT _____ CHECKING _____ SAVINGS

% OF NET INTO THIS ACCOUNT _____%

% OF NET INTO ALL ACCOUNTS MUST EQUAL 100%

SIGNATURE _____

DATE SIGNED _____

By signing above, I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize my employer to make direct deposits into the named account(s). It is the employee's responsibility to verify deposits on a per pay basis before writing checks against these funds. Penn Cambria School District is not responsible for bank errors or bank fees. You may cancel these Direct Deposit(s) at any time in writing, including the use of this form.

Direct Deposit is required at Penn Cambria School District.

Direct deposit is safe and secure; the payments do not get lost or stolen. The process involves using an ACH system, which credit unions and banks use to transmit and receive payments regularly. The payroll person electronically sends the direct deposit file to the bank; the latter confirms its receipt and ensures it's ready for payment. Since no paper checks are involved, direct deposit lowers the likelihood of forgery, stolen checks, and counterfeit.

Direct deposit saves you from having to make trips to the bank to cash your checks!

We will implement your direct deposit instructions as soon as we can, and usually within two pay cycles after receiving your signed authorization!

You sign-up for payroll direct deposit by simply completing the authorization form and sending it to the Payroll Office!

Have questions? Please feel free to contact the Payroll Office anytime at 814-886-8121 x1008, or by email to payroll@pcam.org.