

ACH DIRECT DEPOSIT AUTHORIZATION

INSTRUCTIONS

1. READ THE TERMS AND CONDITIONS, then complete the ACH Direct Deposit Authorization (Agreement) and sign the form. **RETAIN A COPY FOR YOUR RECORDS.**
2. CHECKING ACCOUNT deposits must include a VOIDED CHECK from the financial institution you selected to verify information on the Agreement. (Transit/ABA bank routing number and Employee account number must appear on check.) Missing or incomplete information will delay processing application.
3. SAVINGS ACCOUNT deposits must include a deposit slip which lists the Transit/ABA bank routing number and Employee account number. Missing or incomplete information will delay processing application.
4. Return the ORIGINAL copy and a VOIDED CHECK OR DEPOSIT SLIP to: Cedarburg School District, Payroll Administration, W68 N611 Evergreen Blvd., Cedarburg, WI 53012.
5. IMMEDIATELY submit a new Agreement WHENEVER your FINANCIAL INSTITUTION or your ACCOUNT NUMBER is CHANGED. You may change your agreement two times per year by submitting a new form. The District may impose a charge for additional changes, if caused by Employee. Changes due to institution mergers are not counted as changes chargeable to Employee.

SAMPLE CHECK		
⑆071000288⑆	1234 567 891⑈	0147
BOX 1	BOX 2	CHECK NO.
TRANSIT/ ABA No.	ACCOUNT No.	

TERMS AND CONDITIONS

The Cedarburg school District has entered an agreement with an originating depository financial institution ("ODFI") pursuant to which the District will, on or before payday, deposit with the ODFI funds which the ODFI will in turn, through a clearinghouse, route to receiving depository financial institutions ("RDFI's") for deposit into Employee designated accounts. This is the sole agreement between the District and Employee concerning the subject matter hereof. Employees releases and holds the District harmless from and against losses, liability, damage, claims, actions, or expenses (including reasonable attorney fees), that Employee may suffer or incur, due (directly or indirectly), to the District's reliance on any information Employee has provided herein, Employee's financial institution's or the ODFI's RDFI's or clearinghouse's negligent or willful acts or omissions, or failure to act in accordance with ACH Operating Rules, or any breach by the ODFI of its contractual obligations to the District. The District is not responsible for any problems that may be caused by any ACH affiliate or the ACH clearinghouse. Employee agrees to indemnify the District from and against any loss, liability, damage, claim, action, or expense (including reasonable attorney fees) that the District may suffer or incur due directly or indirectly to any breach by Employee of its obligations hereunder, or an incorrect information which Employee furnishes hereunder.

1. The financial institution the Employee designates must be an ACH network affiliate capable of receiving direct deposit. If the Employee uses an account that is "payable through" another financial institution, it could result in processing delays since that institution may not be a direct ACH affiliate.
2. Initial implementation of Employee's direct deposit election and any subsequent changes (bank or account changes) will take up to two pay periods from the date of the District's receipt of form. During this period, the District will issue a regular payroll check.
3. Employee understands that if its designated financial institution is not located in Wisconsin, there may be delays such that direct depositing on payday might not be possible. The District shall not be responsible for such.
4. If the District becomes unable to deposit or timely deposit to Employee's designated account through no fault of its own, the District may issue a payroll check to the Employee rather than following this Agreement, and the District shall not be responsible for any delay associated with such. If there is any problem with information being processed into the system, the District will issue a payroll check until such time as the problem is corrected.
5. Upon termination of employment, on the next applicable pay date, the District may issue a payroll check in lieu of making a direct deposit.
6. The Employee understands that only net pay will be deposited. All applicable deductions from gross pay will continue to be deducted subject to the amount of gross pay available for distribution.