

SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT

Mission Viejo, California

TO: All Employees

FROM: Nathan Taylor, Payroll Manager

SUBJECT: **DIRECT DEPOSIT and EMPLOYEE INFORMATION SYSTEM (EIS)**

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As an added benefit to our employees, the Saddleback Valley Unified School District offers payroll paycheck direct deposit into either your checking or savings account. Anyone who has a checking or savings account with almost any bank or financial institution in California or elsewhere in the country is eligible to participate.

If you choose to participate in the Direct Deposit program, your pay will automatically be credited to your personal checking or savings account each payday. **In lieu of receiving a pay stub, you must enroll into the Orange County Department of Education-Employee Information System (EIS) at <https://employee.ocde.us>**. Please follow the instructions to view and/or print your pay stubs (including your W-2 information).

**Checking Account:** To authorize direct deposit of your pay into your checking account, please complete all information on the Direct Deposit Authorization form on the reverse side of this notice. Please provide your checking account number and bank transit/routing number. If you are unsure of your account or transit/routing number, please contact your financial institution.

**Savings Account:** To authorize direct deposit of your pay into your savings account, please complete all of the information on the Direct Deposit Authorization form on the reverse side of this notice. Please provide your savings account number and bank transit/routing number. If you are unsure of your account or transit/routing number, please contact your financial institution. If you are using Direct Deposit into your savings account, please have your banking institution verify your account number for accuracy.

**It is very important that you notify the District Payroll Department to stop your Direct Deposit before you close your account.** If you do not, the District cannot reissue a check to you until the funds have been returned to the Saddleback Valley Unified School District. This process may take 5 to 10 working days.

Your banking institution is responsible for posting your funds to your account. If your funds are not accessible on payday, ask to speak to a bank officer as many smaller institutions record these deposits manually. If the bank has no record of your deposit, contact the District Payroll Department.

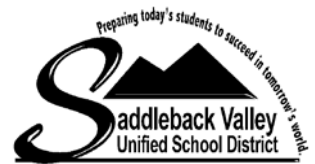
SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT

☐ NEW

**DIRECT DEPOSIT AUTHORIZATION**

☐ CHANGE

☐ CANCEL



**PRINT, FILL OUT, SIGN AND FORWARD TO THE PAYROLL OFFICE**

☐ **CERTIFICATED**

☐ **CLASSIFIED**

NAME	EMPLOYEE ID or SOCIAL SECURITY NO
ADDRESS	WORK LOCATION
CITY/STATE/ZIP	TELEPHONE NUMBER
NAME OF FINANCIAL INSTITUTION	TELEPHONE OF FINANCIAL INSTITUTION

DEPOSIT INFORMATION: (Choose one of the following)

☐ **CHECKING**

☐ **SAVINGS**

ACCOUNT NUMBER

ACCOUNT NUMBER

BANK TRANSIT NUMBER (Please verify with your Bank, Credit Union or Savings and Loan.)

I hereby authorize the Saddleback Valley Unified School District (SVUSD) and the Orange County Department of Education (OCDE) and/or their agents, to initiate electronic deposit and, as necessary, debit corrections to previous deposits, to the above account.

I understand:

- I must submit a new authorization form if my financial institution or I change my account name, branch, transit number, etc.
- I must enroll in Orange County Department of Education's Employee Information System (EIS) at <https://employee.ocde.us> to view and/or print pay stub.
- Automatic deposit status will be temporarily suspended if wages are garnished or credential is held by OCDE.
- Automatic deposit status may be terminated at the time of a Leave of Absence or Termination. A new form should be submitted when you return to active status.

I agree to hold harmless and indemnify the governing board, Saddleback Valley Unified School District, their officers and employees, and the Superintendent of Schools of the County of Orange and their employees, from every claim and demand, of whatever nature, including those based upon negligence the governing board, the Saddleback Valley Unified School District, their officers and employees, and the Superintendent of Schools of the County Orange and their employees, for failure or delay in making deposits and/or corrections to deposits as herein authorized.

This authorization replaces any previous authorizations made by me and will remain in effect until changed or canceled by the submission of a new *Direct Deposit Authorization Form*.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_