

SNOQUALMIE VALLEY SCHOOL DISTRICT #410 MANDATORY DIRECT DEPOSIT ENROLLMENT-CHANGE INSTRUCTIONS

Direct Deposit will help you in many ways:

- it saves trips to your financial institution
- it eliminates the possibility of lost, stolen or forged checks.
- your money is deposited faster which reduces the possibility of overdrafts
- it means you get your money deposited to your account even if you're on vacation or away from the office on business or illness.

Here's how Direct Deposit works:

In our district you will only be able to view the monthly paycheck statement via Employee Access (no more paper statements). Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement or online bank account.

Enrollment-Change forms are available and must be completed at the district office. We accept only our form. You will need to present your identification to the front desk to turn in the form.

If payroll receives the form by the 5th of the month the direct deposit will begin the end of that month.

If payroll receives the form after the 5th of the month direct deposit will not begin until the end of the following month.

If you make a change and your form is dated after the 5th of the month, your direct deposit will still go to the old account number. It is very important you do not close your old account until your new direct deposit goes into effect.

If you close your account, change banks, or change your existing account number you must inform payroll immediately. Failure to do so will mean that your money will not be deposited and you will have to wait for payroll to produce a hand warrant, which could take up to one week to process.

You will need the information below to complete the form.

- **Bring a voided check from the account to attach to the new form, or have your account # and bank/financial institution routing #,**
- **Bring a voided check from the account or have your bank/financial institution name, branch, address, city, state, zip.**
- **Bring a voided check and not a deposit slip as not all banks print the correct account numbers and routing numbers on deposit slips.**