

Paradise Unified School District
6696 Clark Rd
Paradise, CA 95969

PAYROLL DEPARTMENT
(530) 872-6400

"NET PAY" DIRECT DEPOSIT AUTHORIZATION

NEW REQUEST

PAYROLL EFF. DATE _____

CHANGE:

EMPLOYEE ID # 2590

NAME

FINANCIAL INSTITUTION

ACCOUNT NUMBER

I authorize Paradise Unified School District and the financial institution listed to deposit my pay automatically to the account indicated below each payday and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error.

Checking Account

Savings Account

This authorization will remain in effect until I have canceled it in writing.

I understand that with the FIRST PAYROLL this authorization affects, an actual paycheck will be mailed to me.

Employee's Name (PLEASE PRINT)

Financial Institution

Signature

Date

WE CANNOT PROCESS YOUR REQUEST UNLESS YOU ATTACH A VOIDED CHECK

COMPLETED BY PAYROLL

TRANSIT ROUTING NUMBER

ACCOUNT NUMBER

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