## Houston Independent School District Direct Deposit/Money Card Request Form

Last Name First Name	MI
Social Security Number Date of Birth HISD Employee Nun	nber
School/Department	
The Houston Independent School District requires enrollment in Direct Deposit or Money Card as a condition of employment. If you do not wish to participate in Direct Deposit, you will automatically receive a Money Card to access your wages. Please choose participation in Direct Deposit or Money Card:	
Direct Deposit New Change from Money Card to Direct I hereby authorize the Houston Independent School district to initiate credit entries and to initiate, entries and adjustments for any credit entries made in error to my account listed below.	if necessary, debit
Effective Date – new additions or changes become effective one month after receipt; any change of accounts will temporarily cause a check to be printed and mailed for one or more paydays.	
<b>Replacement of Funds</b> – in the event that funds can no longer be deposited to an account and are returned by the bank for any reason, a replacement check will not be issued until the funds are credited to the district's bank account (up to five banking days).	
It is the employee's responsibility to notify the Customer Service/Human Resources Department at least nine banking days before a regular scheduled payday of any changes in the employee's bank status. <u>For 1 Account use Primary – 2 Accounts use Primary and Final – 3 Accounts use all 3 below</u> <u>Primary Account</u> Bank/Institution Name forCheckingSavings	
	% of total
Secondary Account (OPTIONAL) Bank/Institution Name forCheckingSavings	
Routing Number/Account Number	
Final Account (OPTIONAL)	% of total
Routing Number/Account Number	
The remaining balance <b>NOT</b> deposited to the Primary or Secondary above will be deposited to this account.	
I certify that I understand the above conditions for direct deposit. I acknowledge this by attaching a personal check marked "VOID" and signing, dating, and submitting this form to the Human Resources Department, Hattie Mae White Educational Support Administration Building, Route 1.	
Money Card New Change from Direct Deposit to Money Card	
I hereby authorize the Houston Independent School District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my Money Card account.	
Effective Date – new additions or changes become effective one month after receipt; a printed check will be mailed until you receive and verify your Money Card.	
I certify that I understand the above conditions for money card. I acknowledge this by signing, dating, and submitting this form to the Human Resources Department, Hattie Mae White Educational Support Administration Building, Route 10.	
I acknowledge and agree that the Houston Independent School District shall not be liable for damages related to late deposit or to deposit error by the originating bank or the receiving bank that might result in overdraft charges by the employee's bank or insufficient funds charges to employees, and acknowledging that it is employee's duty to ensure that deposits have been made to their accounts on a timely basis.	
Signature Date_	
(Revised 2/20/13)	