

SHELDON INDEPENDENT SCHOOL DISTRICT

Direct Deposit Request Form

Please complete the following information and attach a voided check at the bottom of this form. Do not obstruct the numbers at the bottom of the check. Deposit slips **are not** acceptable.

Return this completed form to the Payroll Department.

If you choose Direct Deposit, the net amount of the check will be credited to your bank account on payday and the Employee Access Center (EAC). You may **cancel the program with a written request at least 5 days prior to a payday, except during holidays or extenuating circumstances when payroll is ran early.** If it is necessary for you to change banks or accounts you must give written notice to stop the current Direct Deposit and complete a new request, submitting the form **immediately** to the Payroll Department.

****Sheldon I. S. D. reserves the right to debit your bank account in the event of an overpayment.****

All payroll information on direct deposit can be viewed at a **school district computer** on the EAC. Direct Deposit vouchers will no longer be printed as of December 2008. To access the EAC, your user ID is your five digit ID number and your initial password is your social security number (without dashes). Then, please change your password immediately. Your ID and password will be required to access the EAC on all future inquiries.

-
- I would like my check deposited in _____ Bank and I have attached a voided check below. Name of Bank

This account is a:

- Checking Account
 Savings Account

I understand that Sheldon ISD will not be liable for the funds to be credited to the bank account listed unless the error has been made by Sheldon ISD.

Signature of Employee

Date

Campus/Department Location

ID Number

ATTACH CHECK HERE!!