

DIRECT DEPOSIT

Direct Deposit of your net payroll check to your banking account is required for full-time employees. Direct Deposit is for the net balance of your paycheck. You have the option of having a specified amount direct deposited to a second account. Please read the following question and answer information carefully.

Q. How do I sign up for Direct Deposit of my payroll check and when will it begin?

A. Please fill out the "Authorization Agreement For Direct Deposit" form accurately and completely. Return this form along with a voided check to the Payroll Department. **Once received, processing of this request takes approximately two pay cycles. Before we can begin transmission to your account, you will receive a regular paycheck to be cashed.** Once Direct Deposit begins, you will receive a non-negotiable document that will list the payroll detail, all deductions and the net amount transmitted to your account through Direct Deposit. Please plan your banking for this time period accordingly.

Q. When will my funds be deposited into my account?

A. Your funds will be deposited on the regularly scheduled pay date by the Intermediate Unit. However, please check with your financial institution as to the exact time your funds will be available to you.

Q. Do I advise my financial institution that I have elected Direct Deposit?

A. Some financial institutions require that you notify them that you will be using Direct Deposit. It is your responsibility to find out this information and complete forms or provide information to your financial institution.

Q. What if I close my account, change my account to another financial institution, or my financial institution merges with another?

A. **THIS IS VERY IMPORTANT. You must complete either the Authorization to Discontinue or the Authorization Agreement form and submit to the Payroll Department for ANY changes regarding account information at least 14 days in advance.** If your bank merges or changes their name, you must call the bank and find out any changes and then notify the Payroll Department immediately. **IF YOU DO NOT COMPLY, YOUR FUNDS WILL NOT BE DEPOSITED INTO YOUR ACCOUNT.** This may result in a regular paycheck being issued which may take several days. For your own convenience, we ask that you follow this step very closely.

Any changes in your account information may result in an actual paycheck being issued. Processing of a change takes approximately two pay cycles.

Q. What happens if my check does not have enough to deduct the specified amount to my 2nd account?

A. No money will be sent to your 2nd account, it will all be deposited as your net check to the financial institution on file.

Q. Can changes to Direct Deposit be done at any time of the year?

A. No. The software requirements of our payroll system prohibit us making **any** changes for the payrolls issued in July and August.

Q. What happens when I terminate employment?

A. Your final payment may be in the form of a regular paycheck or a non-negotiable document for Direct Deposit. Please plan your banking for this time period accordingly.

Please call the Payroll Department at 610-515-6417 with any other specific questions or concerns. Thank you.

