

PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
435 HILLCREST AVENUE  
PACIFIC GROVE, CA 93950

**AUTHORIZATION OF AUTOMATIC DEPOSIT OF PAYROLL WARRANTS**

The Monterey County Office of Education has the ability to deposit your paycheck/payroll warrant directly into your checking account. In order to do this; the Payroll Department must have the information contained on a personal check including name of the institution, address and account number. (You must attach a voided check or a copy of a voided check to this form.)

**Employees-** This form must be submitted to Payroll no later than the 15<sup>th</sup> of the month. The automatic deposit becomes effective with the 2<sup>nd</sup> payroll warrant after this form is implemented, to allow for bank account verification.  
**Substitutes-** This form must be submitted to Payroll no later than the 25<sup>th</sup> of the month. The automatic deposit becomes effective with the 2<sup>nd</sup> payroll warrant after this form is implemented, to allow for bank account verification.

**You will still receive your pay stub at your work location.**

It is extremely important that you notify the Payroll Department if you change banks or change bank account numbers at your current bank.

This option will be available for all banking institutions. We will let you know if there is a problem with the bank you use. If you have any questions please contact Monica Valero in the Payroll Department at 831-646-6515.

**ATTACH YOUR CHECK HERE**

In signing this form, the employee shall hold harmless the school district; its employees and agents, for the entire automatic deposit process of any and all payroll warrants. It is the responsibility of the employee to submit the correct information, which will result in the automatic deposit of funds to the proper account.

The authority granted by the execution of this form is to remain in full force and effect until the employee revokes it in writing. Revocation must occur at least 10 working days prior to the end of the month by notifying the Payroll Department in writing to allow the Office of Education a reasonable opportunity to act on it, or upon termination of my employment from the District.

I have read and understand the above information concerning automatic deposit authorization and I hereby authorize the Pacific Grove Unified School District and the Monterey County Office of Education to deposit my entire payroll warrant (and/or corrections to the previous credits) to the institution indicated on the attached personal check. The institution is authorized to credit and/or correct the amounts to my account.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Date