



MELISSA SCHOOLS

1904 Cooper St.
Melissa, TX 75454
(972) 837-2411

DIRECT DEPOSIT INFORMATION

1. Participants in this service receive Wage and Earning Statements for each pay date. The Wage and Earning Statement will itemize gross pay and net pay. Instead of receiving a check, the money will be transmitted automatically to your depository bank or credit union automatically for posting to your account.
2. Financial institutions must be members of the Southwest Clearing House Association in order to accept automatic deposits. If employees have questions, they should contact their depository.
3. To enroll in the program, an authorization form must be signed and returned to the Payroll department with a voided check for checking accounts and/or savings accounts.
4. Changes and/or cancellations must be submitted to payroll at least 10 business days prior to the payday for which they are to be effective.
5. Employees are responsible for notifying the payroll office immediately upon a change in an account number or bank. Retrievals of funds deposited to a closed account will be the responsibility of the employee.

When signing up for automated clearing house (ACH) deposits, it is advisable to first check with your bank to determine if you will be able to have provisional credit on your ACH deposit the day it is sent and received by your bank. The law states that a bank must give you credit the same day they received your ACH deposit. However, some banks do not give your account credit for the ACH deposit until posting time. They are still in compliance with the law, because it is the same business day. However, due to the bank's business hours, you cannot have access to those funds until the next business day. For further information regarding ACH deposits, please contact your personal bank.



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AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

PLEASE PRINT

NAME _____
(LAST) (FIRST) (MI)

EMPLOYEE ID# (REQUIRED): _____

PRIMARY ACCOUNT TYPE: CHECKING _____ SAVINGS _____ (CHECK ONE)

BANK/DEPOSITORY NAME _____

NAME ON ACCOUNT _____

BANK ROUTING NUMBER _____

ACCOUNT NUMBER _____
(VOIDED CHECK MUST BE ATTACHED)

SECONDARY ACCOUNT (IF APPLICABLE): CHECKING _____ SAVINGS _____ (CHECK ONE)

AMOUNT** \$ _____

BANK/DEPOSITORY NAME _____

NAME ON ACCOUNT _____

BANK ROUTING NUMBER _____

ACCOUNT NUMBER _____
(VOIDED CHECK MUST BE ATTACHED)

**REMAINDER OF CHECK WILL BE CREDITED TO THE PRIMARY ACCOUNT

For the purpose of direct deposit of payroll checks only, I hereby authorize Melissa Independent School District and the depository named above to initiate direct deposit (credit) entries and correction (debit) entries to the depository accounts listed above. This authority is to remain in effect until employer has received written notification from me of its termination in such time and in such manner as to afford employer and the depository a reasonable opportunity to act on the termination notice.

SIGNATURE: _____

DATE: _____ CAMPUS: _____