

Central Catholic High School

Payday Scramble:

It's 3pm on payday. Have you deposited your paycheck? Are trips to the bank on your lunch break or a mad dash after work something you'd like to live without? If so, Direct Deposit is the answer for you.

Direct Deposit is a program in which your pay is automatically deposited into your checking or savings account. You do not need to worry about finding time to deposit your check or making special arrangements for your paycheck when you are ill or out of town. With Direct Deposit, your money is in your account on payday.

Advantages of Direct Deposit:

Convenience is the most obvious benefit, however, added interest earnings, safety and confidentiality are additional advantages. Direct Deposit is the safest way to get your money in your account without having to worry about lost, stolen or damaged checks. You may wonder if you no longer get a paycheck, how will you know what your account has been credited. There is still a record with Direct Deposits. We will provide you with a pay stub documenting your gross and net pay along with your state and federal withholdings as well as other deductions. In addition, your monthly statement from your financial institution will provide a record of the deposit made to your account.

How to sign up:

Complete the form and attach a voided check (for checking accounts) or deposit slip (for savings accounts) for the account(s) you would like to have your deposit go to. Turn this in to the Business Office by the 15th of the month. You will still receive a "live" check on the next payday that you will need to physically deposit. This is a "pre-note" period in which ADP sets up your direct deposit with your bank and verifies your account number. Your first Direct Deposit will occur on the **pay period following the pre-note** unless there is a problem with the bank.

Central Catholic High School Authorization for Electronic Deposit

Employee Name

Start

Change amount from \$_____ to \$_____

Terminate

Financial Institution

Address

City, ST Zip

I, _____, authorize Central Catholic High School to withhold \$ _____
Print Employee Name (Or net pay)
from my pay each pay period and forward said funds to the above named financial institution. I authorize the above named institution to accept and distribute said funds in the manner designated by me.

Checking

Savings

I understand that this authorization will override my previous authorization, and will remain in effect until Central Catholic High School has received written notification of its termination.

Employee Signature

Date

Attach voided check (checking) or voided deposit slip (savings)