NOVATO UNIFIED SCHOOL DISTRICT

1015 7th Street
Novato, CA 94945

T: (415) 493-4270
www.nusd.org

Dear NUSD Employee:

The NUSD Payroll Department can set up an automatic Direct Deposit of your mid-month or end-of-month paycheck into a checking or savings account.

It takes two months to process/set-up Direct Deposits:
The first month is a test deposit and the second is the actual deposit. In the meantime, you will continue to receive your normal live check.

Please bring this form and required attachment to payroll, in person, with a valid ID for processing - NUSD District Office, Room 113.

NOTE: This form will not be accepted via fax, email, District mail, or standard mail.

Thank you,
Payroll Department
415-493-4270

EMPLOYEE AUTHORIZATION FOR DIRECT DEPOSIT (check one):

❑ CANCEL my Direct Deposit to account number _____
with _____(bank name).

❑ Establish NEW Direct Deposit:

❑ CHECKING - attach a voided check (or if new acct)

❑ SAVINGS - attach a copy of a bank document with bank routing and account numbers.

Please note that it will require two payrolls for an automatic deposit to take effect.

I hereby authorize Novato Unified School District to initiate credits to the financial institution indicated below and to credit the amount to my account.

FINANCIAL INSTITUTION _____

BRANCH _____ ACCOUNT NUMBER _____

This authorization is to remain in full force and effect until you have received written notification from me of its termination.

NAME (Print): _____ EE#_____

SIGNATURE: _____ Date: _____

FOR DISTRICT USE ONLY

Routing & Account Numbers: ____ Checking ____Savings

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