

Charlotte-Mecklenburg Board of Education

Authorization Agreement for Automatic Deposits

I hereby authorize the Charlotte-Mecklenburg Board of Education, hereinafter called Company, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my accounts at the depositories named below (hereinafter called Depository), to credit and/or debit the same to such account.

This authorization is to remain in full force and effect until Company has received written notification from me of its termination in such time and in such manner as to afford Company and Depository reasonable opportunity to act on it.

Check below, as applicable:

Begin Deposits
 Cancel Deposits
 Change Deposit Information

ACCOUNT INFORMATION

You may choose up to five (5) accounts – your LAST ACCOUNT must be for the REMAINING AMOUNT owed to you.

Account Type	Depository Name/City/State/Zip	Transit (ABA) Number	Account Number	Deposit Amount
<input type="checkbox"/> Checking	<i>Example: BANK of METROPOLIS</i>	<i>43267129</i>	<i>549912740</i>	<i>\$150.00</i>
X Savings	<i>East Metropolis, NC 21876</i>			
Account 1				
<input type="checkbox"/> Checking				
<input type="checkbox"/> Savings				
Account 2				
<input type="checkbox"/> Checking				
<input type="checkbox"/> Savings				
Account 3				
<input type="checkbox"/> Checking				
<input type="checkbox"/> Savings				
Account 4				
<input type="checkbox"/> Checking				
<input type="checkbox"/> Savings				
Account 5				
<input type="checkbox"/> Checking				
<input type="checkbox"/> Savings				

Print / type Employee Name

Employee ID Number

Employee Signature

Date

Attach a voided check(s) for each new checking account, and /or a deposit slip(s) for each new savings account designated above. (Check with your financial institution for the correct routing number.)

Attach Here

If additional attachments are required, use a blank piece(s) of paper and staple to this form.

Direct Deposit Program Detailed Information

The Charlotte-Mecklenburg Board of Education offers its employees direct deposit of payroll checks through the North Carolina Automatic Clearing House (referred to as ACH). Following are the procedures and processing related to this program.

To Request Direct Deposit

1. Complete the Authorization Agreement for Automatic Deposits for each depository you are requesting a portion of your earnings be deposited supplying the following information:
 - Select "Checking" or "Savings" account depending on the type of account
 - Enter Depository Name; name of your bank or credit union including the City, State and Zip Code (location of bank or credit union)
 - Enter Transit/ABA No.; nine-digit encoded number found on the bottom left side of a check or deposit ticket (before/to the left of the colon). Please check with your financial institution for the appropriate routing number to ensure accurate and timely deposits to your specified accounts.
 - Enter Account No.; encoded number at center bottom of a check or deposit ticket (after/to the right of the colon)
 - Enter Name; print or type your name
 - Enter Employee ID; your employee number
 - Sign and date the form on the designated lines
2. Attach a voided check or blank deposit slip from each depository to the completed form
3. Submit the completed form to Data Integrity at City View, courier # 846

Processing of Direct Deposit Request

1. Upon receipt of the completed request form, Data Integrity will review the request for correct and complete deposit information
2. The request is entered by Data Integrity for the next pay date scheduled for the employee (Refer to the Payroll Schedule for a schedule of pay dates)
3. A regular check is produced on the employee's pay data and a test transaction is transmitted through the ACH system to confirm accuracy of account information and ability of the employee's bank to accept the electronic deposit
4. Approximately fifteen days from the date of payroll test (assuming the test transaction is not rejected by the receiving bank) direct deposit of payroll will begin for the employee. A payroll NOTIFICATION OF DIRECT DEPOSIT (pay advice) is issued to the employee on the pay date.

Changes in Direct Deposit Accounts

With a change to a direct deposit account, a new request form will need to be completed. The original direct deposit will be canceled, and the new request will be tested for approximately fifteen days before actual deposits are made to the new account. (During the fifteen day period, the employee will receive checks to manually deposit.)

- **CAUTION:** BEFORE closing a direct deposit account, advise the payroll Department at least one week prior to your scheduled pay date. If your funds are transmitted because Payroll was not informed, it could take up to one week to release the funds to you.

Termination of Direct Deposit

If the employee wishes to stop direct deposit, a new request form will need to be completed for the cancellation and should be sent to the Payroll Department.

Exceptions to Direct Deposit of Payroll Checks

The processing of ACH transactions requires that Payroll submit deposit information to the ACH system at least two working days before the pay date. This time schedule means that the required advance notice can be arranged only if payments are produced on the regularly scheduled payrolls.

Deposit in Error to an Employee's Account

In the event a deposit is made to an employee's account in error (e.g., the payment did not belong to the employee), the employee's account will be automatically corrected for the error (as in "voiding" a check). This event does not relate to overpayments from rating

errors or time reporting errors, etc. where the normal procedures (with written notice and explanation of repayment options) will continue to be followed.