

Gainesville City Schools
Payroll Department

DIRECT DEPOSIT AUTHORIZATION

I hereby authorize Gainesville City Schools to deposit payroll checks into a bank account as specified below:

Name _____

SS No. _____

Name of Bank _____

Account No. _____

Type of Account _____
(Checking or Savings)

GCSS email address: _____

Attach a copy of a blank imprinted voided check

Signature

ABOUT DIRECT DEPOSIT

You have the option to have your paychecks deposited directly into your bank account. Listed below are a few of the common questions and answers about direct deposit. If you have additional questions, please contact the Payroll Department.

Question: Do I have to sign up for direct deposit?

Answer: No, direct deposit is voluntary.

Question: Do I have to use a certain bank?

Answer: No, you can direct deposit into any bank that is a member of the Federal Reserve System.

Question: Will direct deposit start immediately?

Answer: No, your first pay cycle will be run as a “test” direct deposit and you will be receiving a regular pay check until next month.

Question: When will I get paid?

Answer: Funds will be available on the morning of payroll.

Question: Does direct deposit apply to all payments?

Answer: Direct deposit applies to all payroll payments, but does not apply to vendor checks like travel and supplies reimbursements.

Question: May I have part of my paycheck direct deposited and receive a check for the balance?

Answer: Yes, one part must be a flat amount and the other part a percentage.

Question: What notification will I receive of direct deposit?

Answer: Each month you will receive an email in lieu of a paper document that has the same information that a regular paycheck would have. It will look exactly like a paycheck and will include all your deductions. However, it requires a passcode to open it.

Question: When can I sign up for direct deposit?

Answer: You can sign up or cancel direct deposit any time during the year. Notification of a change affecting your direct deposit (such as changing banks and/or accounts within the same bank) must be made prior to the 15th of the month to be effective for the current month’s payroll.

Thank you for choosing direct deposit. The bank routing number and bank account number you recently provided are being tested with this month’s payroll run. Assuming no problems are encountered with this test, your money will be deposited directly into your account next month. You will receive an email from payroll at that time.

You will need to notify the Payroll Office when you make changes to your bank account (i.e., bank routing number and/or account number). You will be instructed as to what we will need from you to initiate such changes.

FUNDS ARE GUARANTEED TO BE AVAILABLE TO YOU ON PAYDAY (THE CHECK DATE INDICATED ON YOUR VOUCHER). We can not guarantee availability prior to that date. This is true all year. Direct deposits are not processed differently during the summer months. It is your responsibility to ensure that funds are available to you before writing checks from your account.