



Administrative Offices  
 1163 E. Seventh Street  
 Chico, CA 95928-5999

530/891-3000  
 fax 891-3220  
 www.ChicoUSD.org

### AUTOMATIC BANK DEPOSIT

Chico Unified has available for its employees an Automatic Bank Deposit procedure. This procedure is called Electronic Money Transfer. Your funds are transferred electronically via computer tape from a bank in San Francisco to the bank that you have designated. Most banks and credit unions offer the electronic money service. Federal laws require a one-month delay in implementing the automatic deposit so your account status can be verified. Beginning with second month your funds will be electronically transferred and deposited.

Your account is credited with the funds on payday. Each month you will receive your pay stub at your school site.

If you are interested in automatic deposit, please complete and return this form along with a blank voided check from the account that you wish to have your funds deposited in.

### CHICO UNIFIED SCHOOL DISTRICT BANK AUTHORIZATION

I, \_\_\_\_\_, hereby authorize Chico Unified School District to automatically deposit the net amount of my regular monthly earnings into the financial institution listed below. This authorization will remain in effect until revoked in writing.

NAME OF BANK \_\_\_\_\_

CHECK ONE	
Checking	
Savings	

Signature \_\_\_\_\_

SS# \_\_\_\_\_

**COMPLETED FORM AND VOIDED CHECK MUST BE RECEIVED IN PAYROLL BY THE 10<sup>TH</sup> OF THE MONTH TO BE EFFECTIVE THE FOLLOWING MONTH.**

FOR PAYROLL USE ONLY: Routing # _____	Account # _____
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