

busd direct deposit authorization form



TO: BUSD District Payroll Office

NEW / CHANGE

CANCEL

Name _____ Social Security Number _____

Burbank Unified School District (BUSD) _____
Employer (_____) _____
Work Phone Number

Financial Institution Information: UMe Credit Union / 3000 W. Magnolia Blvd. Burbank, CA 91505 t 818) 238.2900

Account Number / Type: _____ Checking Savings

I hereby authorize the above named District and the Los Angeles County Office of Education (LACOE), and/or their agents, to initiate electronic deposits and, as necessary, debit corrections to previous deposits, to the above account.

I understand the following: (1) Direct Deposit status is not activated until 10 days following a \$0 test transaction for NEW or CHANGE authorization. (2) I must submit a new authorization form if I change my account (name, institution, branch, type of account, etc.). (3) Direct Deposit status will be temporarily suspended if wages are garnished. (4) Direct Deposit status may be suspended or rescinded by the District or LACOE, and payment made by county warrant, if necessary to meet payroll deadlines or under other extreme conditions.

I agree to hold harmless and indemnify the District and LACOE, and their officers, employees and agents from any claim or demand of whatever nature, including those based upon negligence of the District and LACOE and their officers, employees and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized. This authorization replaces any previously made by me and is to remain in effect until changed or cancelled by submission of a new Direct Deposit Authorization form.

Signature _____ Date _____

Please attach a voided check showing the UMe Credit Union routing number and account number.

ATTACH VOIDED CHECK HERE

▼ area below is for district use only (refer to direct deposit reference guide)

UMe Credit Union Routing Number									
3	2	2	2	7	4	1	3	2	

EMPLOYEE DEPOSIT ACCOUNT NUMBER														

input by: _____ date: _____