

# Automatic Deposit USD 489 Authorization Agreement

Please attach a voided check for checking accounts, and a copy of your savings card with account and routing numbers for all savings accounts.

## Check Applicable Box:

- New enrollment** (Complete entire form and sign. Attach voided *check and/or a copy of your savings card.*)
- Change of present financial institution and/or account).** (Complete entire form, and sign. Attach voided *check and/ or a copy of your savings card.*)
- Cancel participation.** (Sign and return form.)

Checking

Savings

**Financial Institution** \_\_\_\_\_ **Routing No.** \_\_\_\_\_

**Account Name** \_\_\_\_\_ **Account No.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **(email address for payment advice)**

I, the undersigned, authorize and request USD 489 to deposit directly to my checking or savings account as indicated above. I authorize and request the **FINANCIAL INSTITUTION** indicated above, hereinafter called **FINANCIAL INSTITUTION**, to credit the same to my account. I agree that my **FINANCIAL INSTITUTION** is not responsible for the correctness of any direct deposits to my account by USD 489 and shall not hold it liable for crediting my account accordingly. I understand that all ACH transactions are made on a provisional basis to become final as of the opening of business on the day following settlement day. I understand that finality of a transaction does not limit my **FINANCIAL INSTITUTION'S** rights to reserve transactions in compliance with NACHA Rules.

I also authorize the **FINANCIAL INSTITUTION** to credit the same to such account. Should an over deposit be made, the **FINANCIAL INSTITUTION** is authorized to debit such account and return to USD 489 the amount of any such overage.

This authority is to remain in full effect until USD 489 has received written notification from me of its termination in such time and manner as to afford USD 489 and my **FINANCIAL INSTITUTION** a reasonable opportunity to act on it.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE ATTACH A PERSONALIZED VOIDED CHECK TO THIS FORM.**

**Return this form to:  
USD 489 – Account Payable  
323 W. 12<sup>th</sup> St.  
Hays, KS 67601**

# Direct Deposit

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## Who is eligible for Direct Deposit?

**A** Any vendor of USD #489 whose financial institution will accept ACH credits is eligible for DDP.

## Do I have to open an account with a company selected bank?

**A** No. DDP allows you to have your payment deposited to virtually any financial institution, into almost any type of account. Examples include checking and savings accounts with banks, credit unions, and savings and loans. If your financial institution will not accept ACH credits, we will notify you.

## Will I have to open a new account with my bank?

**A** No. You may have your pay directed to existing accounts.

## What if I have a question about my deposit?

**A** Your financial institution should have a person trained in direct deposit transactions in the event of any questions or problems with your deposits. You may also contact the USD 489 Business Office to help resolve any problems.

## What type of notification of deposit will I receive?

**A** If an email address is provided, you will receive an email with payment advice. Your financial institution will show the deposit on your monthly statement.

## When can I sign up and how often can I change banks?

**A** You may sign up or make changes whenever you wish. However, the lead-time to process your DDP enrollment or change could be in excess of 30 days, so make changes with this in mind. You will continue to get a paper check until your DDP is in effect. The DDP enrollment/change forms are available from the USD 489 Business Office.

## Is participation in DDP mandatory?

**A** No. While participation in DDP is not mandatory, it is the best method for ensuring prompt deposit of your funds. If you choose not to participate, you will continue to receive a paper check.

## Why should I sign up for DDP?

**A** Several reasons:

- ★ It's safer than a paper check, which can get lost or stolen.
- ★ It's faster than a paper check.
- ★ It's convenient; no rushing to the bank to beat their deposit deadline, or waiting in long lines to make your deposit. Having your check mailed is risky and can delay receipt of your payment for several days.

### **For further assistance contact:**

USD 489 Business Office • Rockwell Administration Center  
323 West 12<sup>th</sup> Street • Hays, KS 67601 • (785) 623-2400