



# Granite School District

2500 South State Street • Salt Lake City, Utah 84115 • Phone: (801) 646-4312 Fax: (801) 646-4141

## DIRECT DEPOSIT APPLICATION - GRANITE SCHOOL DISTRICT

Granite School District employees can elect to receive payroll payments one of two ways: 1) in the form of a paper check, or 2) via an electronic transfer of funds directly to the employee's bank account (referred to as "direct deposit"). Regardless of the payment option, a pay stub advice will be given to the employee providing pertinent payroll information. Real checks are printed on paper with either a **blue or red** colored background. Direct deposit stubs are printed on paper with a **black** colored background.

Not all payments made by the payroll office can be paid via direct deposit. Typically, regularly scheduled payruns are processed with the direct deposit option. Correcting payruns (referred to as "Recaps") cannot be processed using the direct deposit option. Please examine your check stub to see if it is a real check or a direct deposit advice each time you get paid.

We strongly recommend, that at least for your first direct deposit, you call your bank and verify the direct deposit was posted to your account. Once posted successfully, it is unlikely an error would occur in future pay periods. It is the employee's responsibility to notify the payroll office of any changes to the account where funds are directly deposited. **Granite School District will not accept any liability for direct deposits that do not properly post to your account, other than the responsibility to replace the check upon verification from the bank that the direct deposit did not successfully post.**

If you wish to cancel your direct deposit or change your account number, a written request must be given to Granite **within 6 business days of the next payday in order to be effective on that payday.** During the summer months, many paychecks are processed far in advance of their issue date. Thus, the Payroll office typically **does not accept direct deposit changes, cancellations, or new applications from June 1 through August 31.**

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I have read and understand the information printed above. Please have my paychecks

directly deposited into my \_\_\_\_\_ Checking \_\_\_\_\_ Savings account.

Signature \_\_\_\_\_ .

Name (please print) \_\_\_\_\_ .

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date \_\_\_\_\_ .

(You must attach a voided check showing your account number and Bank's ADA number. Do not attach a deposit slip because for some banks, the routing number printed on deposit slips is not always the same as the routing number printed on checks.)