1. WHAT IS APDS?

Automatic Payroll Deposit is a system whereby your employer arranges for the deposit of your monthly pay directly to checking or savings accounts at the financial institution of your choice. The transfer of funds is done through the Automated Clearing House. The ACH is a national organization of major financial institutions that agree to operate by a standard of set regulations and procedures concerning the exchange of funds.

2. WHO IS ELIGIBLE FOR APDS?

APDS is available to all regular hire employees who are paid on the monthend payroll, and who bank with an ACH member.

3. WHICH FINANCIAL INSTITUTIONS ARE MEMBERS OF ACH?

With very few exceptions, all banks are members of the Automated Clearing House. Many savings and loan associations and credit unions are also ACH members; however, you will need to confirm with your particular institution whether it is a member.

4. WHEN WILL MY PAY BE DEPOSITED?

With APDS your pay is available to you on payday at the branch where your account is located. Your Advice of Deposit is your verification of deposit.

5. WHAT RECORD OF EARNINGS WILL I RECEIVE? On payday, each employee on APDS will receive an Advice of Deposit. It will contain the same information that

6. CAN I DISCONTINUE APDS AT ANY TIME? Yes. To discontinue APDS contact your payroll clerk and complete the

currently appears on your check stub.

cancellation request no later than the last working day of the month prior to the month in which your wish to stop APDS.

7. WHAT HAPPENS WHEN I CHANGE BANK ACCOUNTS?

If you intend to change or close your account, or change banks, you must go to your payroll department and complete the appropriate forms at least two pay periods prior to making the change.

8. IS THERE A CHARGE FOR APDS?

No. APDS is provided without charge to the employee

9. How do I sign up for ADPS?

To initiate automatic deposit just complete and sign the Direct Deposit Authorization form. Only one signature is required for joint accounts.

Return the authorization form WITH A
"VOIDED" PREPRINTED PERSONAL CHECK

ATTACHED. Please don't submit deposit
slips, they don't have the required
information. Your bank can also provide
you with the information (in printed form).

It will take two pay periods for you to be
on Direct Deposit. Your payroll clerk will
advise you of the date that deposit will
begin. Please provide work or personal email address to have your ACH delivered
in by e-mail.

TEHAMA COUNTY
DEPARTMENT OF EDUCATION
RED BLUFF, CA 96080



TEHAMA COUNTY
DEPARTMENT OF EDUCATION

DIRECT DEPOSIT

AUTOMATIC PAYROLL
DEPOSIT SYSTEM



TEHAMA COUNTY DEPARTMENT OF EDUCATION RICHARD DUVARNEY, SUPERINTENDENT

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

	, employee of	
(Print Employee Name)		(District Name)
the check(s) below, to depo entitled are deposited, I here the financial institution to retu issue a warrant for the corre cancellation section below.	a County Department of Education are sit my month-end net pay into my accepts authorize the Tehama County Depayern such funds or to request a "stop payect amount. This authority will remain	count(s). If funds to which I am not artment of Education either to direct ment" of the Auto Deposit(s) and to in in effect until I have signed the
(Date)	(Social Security Number)	(Employee's Signature)
(E-mail address) For Paystub (Bank Account Number)	<u>%</u> or	☐ Checking OR ☐ Savings
(Bank Account Number)	(100% = Net Check) Or (Flat Amount)	☐ Checking OR ☐ Savings
(Bank Account Number)	<u>%</u> or(100% = Net Check) (Flat Amount)	☐ Checking OR ☐ Savings
ATTACH VOIDED P	REPRINTED CHECK(S) HERE FOR ALL ACC	OUNTS IDENTIFIED ABOVE
I,above be discontinued effecti Department of Education.	CANCELLATION hereby request that direct ive one pay period after receipt of the	deposit to the account number(s) is request by the Tehama County
(Date)		(Employee's Signature)

Termination of employment will inactivate this direct deposit request (s)

Any leave of absence can suspend funds being direct deposited until employee returns to work

Fact sheet listed on reverse side of form. Please provide a copy to employee upon request.