

# ***The Nassau County School District***

1201 Atlantic Avenue  
Fernandina Beach, Florida 32034

*“Empowering others through a commitment to excellence”*



Kathy Burns, Ed.D.  
Superintendent of Schools

## **DIRECT DEPOSIT**

(904) 491-9900  
Fax (904) 277-9039  
[www.nassau.k12.fl.us](http://www.nassau.k12.fl.us)

The Nassau County School Board offers direct deposit of employee paychecks.

Employees must apply for direct deposit services in writing. Applications may be submitted at any time.

Those employees who do not want direct deposit are not required to do anything. Nothing will change from the present procedures for those employees not choosing direct deposit.

The following guidelines are necessary to implement and provide this service for employees who want direct deposit.

### **PURPOSE**

To provide service to current employees by electronically depositing their paychecks.

### **PROCESS**

Employees selecting direct deposit will have their paychecks deposited to any one account (checking or savings) at any bank in the United States that is part of the Federal Banking Reserve System.

Written authorization by the employee starts the process. The distributions to employee accounts will be made by Wells Fargo from a file transmitted from the district M.I.S. office.

The bank requires that the first transmission for each employee be a test that works correctly or is resubmitted until it works correctly, and then the next paycheck will be accepted as a direct deposit. **This means that if your first (test) transmission is sent on the payday for the 15<sup>th</sup> of the month, you will still get your regular paper check on the 15<sup>th</sup>.** If the first transmission (the test) is correct, your paycheck for the last day of the month will be Direct Deposited on the last day of the month.

When the direct deposit is made, your paystub will be available in Skyward so that you will know what was included in your pay, what was deducted, and the amount that was deposited.

The bank requires that the transmission file be submitted to them two (2) days prior to the payday. This means that we will be very limited in being able to make corrections or additions to the work time reported until the next pay period.

### **APPLICATION**

You must complete a short application which provides instructions as to where you want your paycheck deposited. An application form is attached to this memo or available from your timekeeper.

You must attach a **voided check** from the bank account where you want your paycheck deposited or a document that you can obtain from your bank outlining the account number, type of account and transit/routing numbers.

### **EMPLOYEE CHANGE OPTIONS**

Each fiscal year, July 1 through June 30, an employee may **change banks or accounts once.** Test transmissions are still required. Please allow for test time before you close the old bank account.

If you **stop your direct deposit,** (see "change" above) **you cannot start again that fiscal year.** We will stop the direct deposit on the very next paycheck if the "stop authorization" (any written note) is received in Personnel five (5) work days prior to payday; otherwise it will run one more time.

Direct deposits can only be made to one account number.

### **EMPLOYER CHANGE OPTIONS**

The decision to suspend all direct deposit transactions for specific paycheck runs will be determined by the Finance Office, for those times that result in projected payroll timesheets or the payment of multiple paychecks on the same day. Such suspensions, if needed, would generally occur at Christmas, Spring Break and the end of the school year. All paychecks will then be printed on paper, as usual, and distributed to the usual work locations. If such suspension is necessary, it will be announced in writing. All suspended direct deposit authorizations would be re-started after the timing problem has passed.

The failure to notify an employee will not be considered a violation of this benefit.

***Our mission is to develop each student as an inspired life-long learner and problem solver with the strength of character to serve as a productive member of society.***

The Nassau County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices.

THE SCHOOL BOARD OF NASSAU COUNTY, FLORIDA

**AUTOMATIC BANK DEPOSIT AUTHORIZATION**

Please type or print

**EMPLOYEE'S NAME** \_\_\_\_\_  
Last First M.I.

**EMPLOYEE'S SOCIAL SECURITY NO.** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **WORK LOCATION:** \_\_\_\_\_

Please choose one election (REQUIRED):

This is a NEW direct deposit election and does not replace an existing direct deposit election.

Please REPLACE my current direct deposit election with the information listed below. This cancels by current direct deposit election.

Please CANCEL my direct deposit. I no longer wish to receive direct deposit.

I hereby authorize the School Board of Nassau County to initiate credit entries and, if necessary, debit entries and adjustments to my \_\_\_\_\_ **Checking** \_\_\_\_\_ **Savings** account (select one) indicated below and the financial institution named below to credit and/or debit the same to such account.

**BANK NAME/FINANCIAL INSTITUTION:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TRANSIT/ABA NO:** \_\_\_\_\_ (9 digits Routing Number)

**ACCOUNT NUMBER:** \_\_\_\_\_

This authority is to remain in full force and effect until the School Board of Nassau County has received written notification from me of its termination in such time and manner as to afford the Board and the financial institution a reasonable opportunity to act on it.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

PLEASE ATTACH A VOIDED CHECK IN THIS SPACE

OR

PLEASE ATTACH A DIRECT DEPOSIT DOCUMENT FROM YOUR BANK TO CONFIRM YOUR TRANSIT/ABA NUMBER AND ACCOUNT NUMBER