

**DIRECT DEPOSIT / CFR US BANK PAYCARD
AUTHORIZATION FORM**

EMPLOYEE # _____ LAST NAME _____ FIRST NAME _____ MI _____ LAST 4 DIGITS SS # _____

A U T H O R I Z A T I O N S

DIRECT DEPOSIT TO CHECKING OR SAVINGS – I authorize the financial institution named below to electronically deposit my net pay from the San Francisco Unified School District (SFUSD) to the specified account each pay day. I also authorize SFUSD to direct the financial institution to debit the account to recover amounts erroneously deposited. My authorization is in effect until I either: 1) submit a new Direct Deposit authorization form, or 2) submit a request for US Bank paycard or 3) separate my employment from SFUSD.

DIRECT DEPOSIT TO CFR / US BANK PAYCARD – I authorize the financial institution named below to electronically deposit my net pay from the San Francisco Unified School District (SFUSD) to the specified account each pay day. I also authorize SFUSD to direct the financial institution to debit the account to recover amounts erroneously deposited. My authorization is in effect until I either: 1) submit a new Direct Deposit authorization form, or 2) separate my employment from SFUSD.

TO VIEW YOUR PAYSTUB: login to <https://district.sfusd.edu>

IMPORTANT INFORMATION

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Financial Institution

Transit/ABA No.¹

Account No.

Checking or share draft account – Staple either a voided check or a form from your financial institution verifying the correct Direct Deposit coding for your account.

Savings Account ²

NEW Direct Deposit Account

CFR / US Bank Paycard

CHANGE Existing Account

¹ The transit/ABA number is a 9-digit code used by your financial institution for transaction routing purposes. This number can be found at the bottom of your check.

² Attach a form from your financial institution verifying the correct Direct Deposit coding for your account.

Employee Signature _____ Date _____ Phone No. _____

Send completed forms to Payroll Department, 135 Van Ness Ave., Room 324, San Francisco, CA 94102

B U S I N E S S O F F I C E U S E O N L Y

Bank Routing and Account Verified _____ Date Updated _____

Change effective pay-period # _____ Processed By: _____