

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
PAYROLL DEPARTMENT**

# **PROTECT YOUR PAY!**

## **Direct deposit – you can **BANK** on it!**

- **Convenience** – no need to walk your check to the bank
- **Increased dependability** – avoid delay or loss of your check!
- **Protection** – don't let your check fall into the wrong hands
- **Savings** – enjoy discounted checking fees offered by many banks\*
- **AVAILABLE TO ALL EMPLOYEES**

### **To enroll:**

- 1. To have your pay deposited either to a single account or split between more than one account: Complete the Direct Deposit Request form and return it to the Payroll Department, Rm. 1150, Education Center. For checking accounts, include a voided check. For savings accounts, include a form from your bank verifying your account information.**
- 2. Allow approximately 30 days for your enrollment to be completed. During this time, the Payroll Department will test your account information with your bank before sending the first transfer.**
- 3. That's it! It's that simple!**

\* For information on discounted checking fees, contact your bank. Not all financial institutions offer these discounts, but many do!

For information about Direct Deposit, please contact Catherine Dickens, payroll specialist, at 725-8146.

