

July 18, 2018

To: All Employees

Payroll Direct Deposit(s) through the Automated Clearing House (ACH)

Midland Public Schools offers direct deposit (fixed and net amounts) to banks electronically through the Automated Clearing House (ACH). Some reasons for this are as follows:

- ❖ The deposits are made to your account(s) on pay day – no delays.
- ❖ Your funds are conveniently available even if you are not able to go to your bank due to illness, vacation, inclement weather, etc.
- ❖ Your paycheck will not get lost if it is directly deposited into your account.
- ❖ You can make direct deposits to any National Automated Clearing House Association (NACHA) financial institution.
- ❖ There is no cost to you.

When you complete the form, would you please help us by doing the following:

- ❖ Read and complete the form (be sure to sign it)
- ❖ For ACH direct deposit to a checking account, attach a check from your checkbook and write "VOID" on it
- ❖ For ACH direct deposit to a savings account, attach a deposit slip, if available
- ❖ For ACH direct deposit to both a checking and a savings account, attach a voided check and a deposit slip for each one
- ❖ Return the form with attachment(s) to the Payroll Office

Once we receive your information, we will run a prenote (test) to make sure the account number(s) are accurate. If the prenote goes through successfully, we will begin your direct deposit with your SECOND payroll. **Your first check after the form is submitted will be a physical (paper) check.**