

Changes to direct deposit can be done through Employee Service Center or in person at the Administration Building and require proof of identification (BISD ID or drivers license).

You must upload or bring a VOIDED check or a typed letterhead from your bank with account number and routing number. Handwritten printouts cannot be accepted.

Direct Deposit Application

Office Use Only	
Entered by: _____	Date: _____
Verified by: _____	Date: _____

Employee Information			
Name: _____	SSN: _____	Campus: _____	Phone: _____

Required:			
Main Account	Type of Account	Bank Information	Net Pay
<input type="checkbox"/> Discontinue current direct deposit	Indicate:	Bank Name: _____	Note: This Primary Net Pay Account will also be used for Employee Expenses Processed through the Accounts Payable Department
	<input type="checkbox"/> Checking	Account Number: _____	
	<input type="checkbox"/> Savings	Routing Number: _____	

Optional:			
2 nd Account	Type of Account	Bank Information	Dollar Amount
<input type="checkbox"/> Discontinue current direct deposit	Indicate:	Bank Name: _____	Indicate specified dollar amount: \$ _____
	<input type="checkbox"/> Checking	Account Number: _____	
	<input type="checkbox"/> Savings	Routing Number: _____	

I hereby authorize *Beaumont Independent School District* to initiate electronic credit entries and any correcting entries to the accounts shown above. In the event funds are deposited erroneously into my account, I authorize Beaumont Independent School District to debit my account, not to exceed the original amount of the credit. *If said debit transaction fails due to insufficient account balance or resulting from the account having been closed I hereby authorize the necessary deduction from my payroll check(s).*

If a Direct Deposit rejects because the account has been closed, the bank will reroute funds back to Beaumont ISD. This return process may take several days. Participants in the program agree that if this happens they will wait for the funds to be received by Beaumont ISD before receiving a payroll check.

- Notify the Beaumont ISD payroll department immediately if you close your account.
- If you cancel your direct deposit you must complete a Pay Card Application.
- Please attach a VOIDED CHECK for each account. Temporary checks & deposit slips cannot be accepted.

It is the employee's responsibility to ensure that the Direct Deposit is properly credited to their account. Banking Institutions have until the close of the deposit due date to place funds in your account.

Signature _____ Date _____