

HARTLAND CONSOLIDATED SCHOOLS PAYROLL OFFICE

TO: All Hartland School Employees
FROM: Kristy Mohr, Payroll Supervisor
SUBJECT: Direct Deposit

Hartland Consolidated Schools is encouraging everyone to participate in Direct Deposit of your biweekly pay check to any financial institution. The positive aspect of direct deposit is that your funds are **guaranteed** to be in your account on the scheduled payday. You will not need to be concerned about your check arriving in the mail when a payday falls on a scheduled day off, snow day, or summer recess. If you sign up for direct deposit you will receive a voucher instead of a paper check which will tell you how much will be posted to your account. You should always double check your bank deposit to make sure that it posted correctly and that it is for the amount indicated on your pay voucher.

There are two major points to keep in mind when signing up for ACH Direct Deposit.

1. **We can only send funds to ONE financial institution.** This means that if you have more than one bank account, you will need to decide which primary financial institution you would like your pay to go to and if you want it deposited to a checking or savings account. **Only one bank account can be chosen.**
2. **We can only process NET PAY or your total paycheck.** This means that you cannot have part of your paycheck forwarded to a financial institution and still receive a paper check. Your total paycheck has to be sent to one financial institution OR you continue to receive a paper check for your total net pay.

If you are interested in signing up for Direct Deposit please complete the **APPLICATION for ACH DIRECT DEPOSIT** on the back of this memo and return it to the Payroll Office. You can sign up for Direct Deposit at any time during the school year but at least one pay cycle is needed to test your information before we can actually send funds directly to your account. We also need one pay cycle to test account information if you change banks/accounts so you will receive a paper check for that one pay cycle when making any changes.

Please attach a voided check (or a copy of a check) showing routing and account numbers if you are depositing funds into a checking account, NOT a deposit ticket. If you are depositing funds into a savings account, we need a 'specification sheet' (which your bank can provide) that has the correct routing and account numbers for your savings account. **A deposit slip is not acceptable.**

Thank you for enrolling in ACH Direct Deposit. If you have any questions please do not hesitate to contact me by email at kristymohr@hartlandschools.us or by phone at 810-626-2126.