

SCHOOL ADMINISTRATIVE UNIT #70
Electronic Direct Deposit Of Paychecks

An electronic payroll deposit service is available to you. You will have the option of designating all or a portion of your net pay to be sent electronically to any bank and/or credit union. The amount of net pay which you designate for direct deposit will be deposited in your bank and/or credit union each payday (every other Friday). If you authorize 100% of your check to be direct deposited, you will receive a pay stub which will indicate how much is being deposited. Some banks may send a deposit confirmation to you, some may not. If not, you may call your bank to confirm the deposit, inquire through an ATM, or check your monthly statement.

You are strongly encouraged to take advantage of electronic direct deposit.

If you do not wish to select a direct deposit option, please sign and date only the following section:

I DO NOT WISH DIRECT DEPOSIT

Signed (to Decline Direct Deposit)
PRINT NAME: _____

Date _____

If you wish to select direct deposit, please complete one or both of the following sections, designate the amount to be deposited to no more than two banks and/or credit unions, sign, date and return along with a **voided blank check** to the SAU office. **Your signature also authorizes us to make electronic corrections if an error is discovered.** You will be immediately notified of any such corrections.

PLEASE DIRECT DEPOSIT (\$_____) OF MY NET PAY TO:

Name of first bank or credit union: _____

Address: _____ Phone Number _____

Bank Routing Number (9 digits)

l:										l:
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(This number will be printed [MICR-encoded] between the two l: symbols on the bottom of your check—or call your bank to verify the routing number)

Your Acct No: _____ Type: _____ Checking _____ Savings

PLEASE DIRECT DEPOSIT (\$_____) OF MY NET PAY TO:

Name of second bank or credit union: _____

Bank Address: _____

Bank Routing Number (9Digits)

l:										l:
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(This number will be printed [MICR-encoded] between the two l: symbols on the bottom of your check – or call your bank to verify the routing number)

Your Acct No: _____ Type: _____ Checking _____ Savings

Signed (to Accept Direct Deposit)
PRINT NAME: _____

Date _____

(see over)

(revised 8/18/2005)

SCHOOL ADMINISTRATIVE UNIT #70
Payroll Selection Form

TO: All Dresden/Hanover Teachers (22 paydays)
FROM: SAU 70 Payroll Department
SUBJECT: 2005/06 Payroll Selection

Please select one of the payroll options below and on the other side by signing and dating your choice. Please return this form to the SAU office as soon as possible, but **NOT** later than August 15, 2005.

OPTION 1 – EQUAL PAYMENTS:

If you select this option, you will receive your 2005/06 salary in 22 equal installments.

EXAMPLE

If your annual salary is	40,000.00
Each paycheck will be in the gross amount of	1904.76
Beginning with the first paycheck on	September 2, 2005

PRINT NAME: _____

I select Option 1 _____
Signature Date

Note: If you choose this option and leave the employ of the district before the end of the school year, you may owe the district for unearned wages. Any unearned wages paid will be deducted from your final paycheck, or be due and payable to the district after your termination.

OPTION 2 – BALLOON PAYMENT:

If you select this option, you will receive your 2005/06 salary in 21 equal (but smaller) installments, plus one large payment (equal to 5 smaller installments)

EXAMPLE

If your annual salary is	40,000.00
The first 21 paychecks will each be in the gross amount of (\$40,000 / 26)	1,538.46
Beginning with the first paycheck on	September 2, 2005
Your last paycheck will be in the gross amount of	7,692.31
And will be distributed within one week of the last day of school in June	

PRINT NAME: _____

I select Option 2 _____
Signature Date

IMPORTANT ANNUITY INFORMATION:

If you have signed up for an annuity deduction from your paycheck, that deduction will remain the same as it was in 2004/05, unless you notify us in writing to make a change. All changes in annuity deductions must be made by **August 15, 2005**. After that date, changes can be made with respect to amounts not yet paid with 30 days notice. Official annuity change forms are available from the SAU office or visit the SAU 70 website (www.sau70.org).

PLEASE SEE THE BACK OF THIS FORM FOR IMPORTANT INFORMATION ON DIRECT DEPOSIT