



1069 Graves Avenue, Suite 100
El Cajon, CA 92021-4573
(619) 588-1515
www.gsfcu.org

DIRECT DEPOSIT AUTHORIZATION

NAME _____ SOCIAL SECURITY NO. _____

DISTRICT: Grossmont Union High School District Location: _____
 Grossmont - Cuyamaca College Distri Location: _____
 Other _____ Location: _____

I hereby authorize the above named District and the San Diego County Office of Education (SDCOE) and/or their agents, to initiate electronic deposits via the Automated Clearing House (ACH) and, as necessary, debit corrections to previous deposits, to the Grossmont Schools Federal Credit Union Savings and/or Checking Account(s) indicated below.

I understand:

- Direct deposit status is not activated until my regular payroll cycle following a \$0 test transaction (approx. 30 days).
- I must submit a new authorization form if I close/ change my account (name, branch, etc); failure to do so may result in a deposit delay.
- Direct deposit status will be temporarily suspended if wages are garnished and/or the Credentials Unit, SDCOE, places a hold on the warrant, or in any other situation the District deems appropriate.
- It is my responsibility to keep apprised of any deposit(s) made to my account(s) including dates and amounts of any such deposit(s).

I agree to hold harmless and indemnify the District and SDCOE and their officers, employees and agents from any claim or demand of whatever nature, including those based upon negligence of the District and SDCOE and their officers, employees, and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized.

This authorization replaces any previously made by me and is to remain in effect until changed or canceled by submission of a new Direct Deposit Authorization form.

Signature: **X** _____ Date: _____

Print Name: _____ Member No. _____

**IF DEPOSITING TO A CHECKING/SHARE DRAFT ACCOUNT, ATTACH A VOIDED CHECK TO THIS FORM.
IF DEPOSITING TO A SAVINGS ACCOUNT, USE GROSSMONT SCHOOLS FEDERAL CREDIT UNION PROVIDED TRANSIT ROUTING NUMBER.**

DEPOSIT INSTRUCTIONS: New ACH Set UP (Prenote Needed) ACH Amount Change (No Prenote Needed) ACH Cancellation

<input type="checkbox"/> Net Check	<input type="checkbox"/> Savings
	<input type="checkbox"/> Checking
<input type="checkbox"/> Payroll Deduction	<input type="checkbox"/> Savings \$ _____
	<input type="checkbox"/> Checking \$ _____
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Account Number	

Name and Address of Financial Institution:	
GROSSMONT SCHOOLS FEDERAL CREDIT UNION 1069 GRAVES AVE. STE 100, EL CAJON, CA 92021	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Financial Institution Transit Routing No.	