



SEQUOIA UNION HIGH SCHOOL DISTRICT
ACCOUNTING DEPARTMENT
480 JAMES AVENUE REDWOOD CITY, CA 94062
P: (650) 369-1411
F: (650) 306-8871

DIRECT DEPOSIT OPT-OUT FORM

I understand that I have elected to opt out of direct deposit and receive a payroll check. **By electing to not have direct deposit, a paper payroll check will be generated and mailed to my home address for distribution.** My payroll checks will not be distributed to me earlier than the designated payment date for the particular pay period and will not be held for pick-up at the District Office.

If at a future date I decide to have my payroll earnings paid through direct deposit instead of receiving a payroll check, I will complete the required direct deposit forms and enroll into ESS (Employee Self Service).

EMPLOYEE'S NAME:			
LAST FOUR DIGITS OF SOCIAL SECURITY #:			
WORKSITE:			
POSITION:	CERTIFICATED <input type="checkbox"/>		CLASSIFIED <input type="checkbox"/>

Financial Institution Information:

Financial Institution Name:
Last four digits of Account Number:

Effective Pay period (Please enter month)

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EMPLOYEE SIGNATURE

DATE

Please contact the Payroll Department for further questions – Certificated Payroll, extension 22221 or Classified Payroll, extension 22332.