

**TO:** Employee

**FROM:** Krista Trevithick, Payroll & Benefits Specialist

**DATE:** February 24, 2020

**RE:** **Direct Deposit or Wisely Pay Debit Card**

Automatic deposit of your payroll check to your checking and/or savings account(s) is available through our payroll system. Please complete the Direct Deposit Authorization Form and return it to the Payroll Office; make sure to contact your banking institution for the correct Transit/Routing number. The data needed to accurately transmit your earnings is best obtained from a representative from your banking institution. Please request the Account number(s) and Transit Routing number(s) from them. Once the completed form has been received by the Payroll Office, your request will be processed on the next available payroll cycle. Upon entry of your banking information into our payroll system, a pre-note process commences. This process takes approximately one full payroll cycle. If there is sufficient time, your next paycheck will be direct deposit. You will continue to receive a "live" check until the direct deposit is in effect.

Please note that if your banking information comes back rejected for any reason through the pre-note process, this could delay your direct deposit implementation. If you have any questions regarding your direct deposit, please contact the Payroll Office at 810-538-1610.

**Please remember to attach a voided check to the authorization form**

Wisely Pay Debit Card is our second option. Wisely Pay Debit Card is just like a credit card that is funded with your earnings. The Wisely Pay Debit Card is like having a virtual banking account. There are limitations and restrictions that are associated with this option and those are outlined on the Wisely Pay Debit Card FAQ. You can access all documents through your outlook account by clicking on SharePoint, LCS Team Site, Public Folders, Business Office. If you wish to select the Wisely Pay Debit Card option as your method for payment, you will need to print, complete and return the authorization form located in SharePoint.

If you have any questions regarding your Wisely Pay Debit Card, please contact the Payroll Office at 810-538-1610.

# Authorization Agreement for Automatic Payroll Deposit



\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Number

## Financial Institution Information for Net Pay Amount:

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
Routing/Transit Number

\_\_\_\_\_  
Account Number Checking Savings

## Additional/Optional Voluntary Deduction Amount:

\_\_\_\_\_ Not Applicable

**Or**

\_\_\_\_\_  
Financial Institution Name

\$ \_\_\_\_\_  
Deposit Amount Checking Savings

\_\_\_\_\_  
Routing/Transit Number

\_\_\_\_\_  
Account Number

I hereby authorize Lapeer Community Schools to deposit my payroll earnings into the account(s) listed above and if necessary, debit entries or adjustments for any deposits made in error to my account. This is to remain in full force and effect until written notice from me has been received by the payroll department in such manner as to afford reasonable time to act on it. I understand that the school will test the account and verify account correctness, in doing so, the next payroll check will be a live check.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

Employer Use Only

Date Received \_\_\_\_\_ Date Entered \_\_\_\_\_ Entered By \_\_\_\_\_