



Dear LAUSD Employee,

The Los Angeles Unified School District continues working to become more environmentally friendly and generate savings to be reinvested in our schools. Together, our efforts to find creative solutions will make a great difference in the District's overall financial future.

You can play an active part in this work by enrolling for automatic deposit of your paycheck into your bank account (checking or savings). By doing so, you will not only help us with the goals above, but you will benefit by instant access to your funds on payday.

To activate automatic deposit of your paycheck on each payday, follow these three easy steps:

- 1. Complete the authorization card below
- 2. Attach a voided check or a savings account statement
- 3. Mail to Payroll Administration at 333 South Beaudry Avenue (27<sup>th</sup> Floor), Los Angeles, CA 90017

Every time you receive your pay through automatic deposit instead of receiving a paper paycheck, you help put twenty-five cents back into classrooms.

Thank you for helping the District and making a difference for our environment!

**AUTOMATIC PAYROLL DEPOSIT AUTHORIZATION FORM  
LOS ANGELES UNIFIED SCHOOL DISTRICT**

EMPLOYEE NUMBER 

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FI MI \_\_\_\_\_ LAST NAME

10 11 12 13 14 15 16 17 18

I HEREBY AUTHORIZE THE LOS ANGELES UNIFIED SCHOOL DISTRICT OR ITS AGENTS, TO INITIATE DEPOSITS (AND/OR CORRECTIONS TO PREVIOUS DEPOSITS) TO THE FINANCIAL INSTITUTION INDICATED BELOW. THE INSTITUTION IS AUTHORIZED TO DEPOSIT AND/OR CORRECT THE AMOUNTS TO MY ACCOUNT. I MUST SUBMIT A NEW AUTHORIZATION CARD IF I CHANGE OR CLOSE MY ACCOUNT. THIS AUTHORIZATION REPLACES ANY PREVIOUSLY MADE BY ME AND IS TO REMAIN IN EFFECT UNTIL I SUBMIT A NEW AUTHORIZATION CARD. PLEASE ALLOW 1 TO 2 PAY CYCLES FOR AUTHORIZATION TO BE EFFECTIVE.

BANK NAME \_\_\_\_\_ BRANCH \_\_\_\_\_ BANK PHONE NO. \_\_\_\_\_

CANCEL APD  CHANGE ACCOUNT NUMBER  CHECK BOX IF SAVINGS ACCOUNT

50 51

\_\_\_\_\_  
School or Office Date Employee's Authorized Signature

**Please forward this card to Payroll Administration, 333 South Beaudry Avenue, 27<sup>th</sup> Floor, Los Angeles, CA 90017. For Direct Deposit please attach a voided check or savings account statement showing your account number.**

**DO NOT COMPLETE THIS SECTION - PAYROLL ADMINISTRATION USE ONLY**

TRANSIT NO.				ABA NO.				ACCOUNT NUMBER INFORMATION																												
<small>24</small>	<small>25</small>	<small>26</small>	<small>27</small>	<small>28</small>	<small>29</small>	<small>30</small>	<small>31</small>	<small>33</small>	<small>34</small>	<small>35</small>	<small>36</small>	<small>37</small>	<small>38</small>	<small>39</small>	<small>40</small>	<small>41</small>	<small>42</small>	<small>43</small>	<small>44</small>	<small>45</small>	<small>46</small>	<small>47</small>	<small>48</small>	<small>49</small>												