

**DIRECT DEPOSIT AUTHORIZATION  
FORM**

New or Change \_\_\_\_\_  
Cancel \_\_\_\_\_  
Elect to receive physical pay check \_\_\_\_\_

**\* indicates a required field**

District: <b>Ocean View School District</b>	Bank Name:
*Last Name:	<b>NOTE:</b> Those who bank with <b>SchoolsFirst FCU</b> can contact the bank directly to setup/change/cancel direct deposit
*First Name:	Bank Address:
Middle Name:	
*SSN/ID:	Branch:

**\*DEPOSIT INTO:**

<input type="checkbox"/>	CHECKING:	Account Number	Routing Number
<input type="checkbox"/>	SAVINGS:	Account Number	Routing Number

**\*Staple Voided Blank Check or Notice from Bank to this Form**

Failure to submit proper account verification with full account and routing numbers clearly displayed can result in a physical pay check due to account setup delays.

Submit the completed form to the District Office at 17200 Pinehurst Ln. in Huntington Beach, CA 92647.

Please note that we will **NOT** accept completed Direct Deposit Authorizations via email.

I hereby authorize the above named District and the Orange County Department of Education and/or their agents, to initiate electronic deposits and, as necessary, debit corrections to the previous deposits to the above account.

I understand that I MUST SUBMIT A NEW AUTHORIZATION FORM IF I CHANGE MY ACCOUNT (NAME, BRANCH, ETC.).

*I agree to hold harmless and indemnify the governing board, the School District, their officers and employees, and the Superintendent of Schools of the County of Orange and his employees, from every claim and demand, of whatever nature, including those based upon negligence of the governing board, the District, their officers and employees, and the Superintendent of Schools of the County of Orange and his employees for failure or delay in making deposits and/or corrections to deposits as herein authorized.*

*This authorization replaces any previously made by me and will remain in effect until changed or cancelled by my submission of a new Direct Deposit Authorization Form.*

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

\_\_\_\_\_  
*Date*