



## DIRECT DEPOSIT AUTHORIZATION

### DIRECT DEPOSIT OF YOUR NET PAY IS MANDATORY FOR ALL FULL & PART TIME EMPLOYEES

1. Use this form to initiate or change **PRIMARY, OPTIONAL 1, 2, 3 or NMA FEDERAL CU** direct deposits.
2. Deadline to receive enrollments and/or changes is the Friday before payday (deadlines may be adjusted due to holidays and/or NPS closure). Forms received in the Payroll Office one week prior to payday will be processed.
3. **All new/changed accounts require the account to PRE-NOTE (one pay run of zero direct deposit dollars), which generates a live check.** Typically, a pre-note takes place the first payday after your form is received. If no check is generated, this will delay the start of your direct deposit. **Your direct deposit should take place the second payday after you receive pay.**
4. Your paper check will be sent to the pay location currently in the Human Resources/Payroll system or your home address on file due to holidays and/or NPS closure.
5. Changing the flat dollar amount for any optional account, the NMAFCU or making an optional account your primary **will not** require the account to pre-note.



**YOU MUST USE YOUR NPS/CHKD/SECEP EMAIL ACCOUNT WHEN SENDING YOUR NPS FORM & ACCOUNT DOCUMENTATION BY EMAIL. WE WILL NOT ACCEPT FORMS SUBMITTED BY EMAILS SUCH AS, Gmail, Yahoo, AOL, MSN, iCloud, Cox, Verizon, etc.**

\*Employee Name:

\*Employee ID #

\*Are you a Part-time Employee? ☐ Yes ☐ No - If you answered yes, you are only eligible to enroll in the **PRIMARY** direct deposit.

**HAND WRITTEN ACCOUNT & ROUTING NUMBERS PROHIBITED.  
FORMS WILL BE RETURNED.**

**ACCEPTABLE ACCOUNT DOCUMENTATION:**

- **VOIDED CHECK**
- **SIGNED LETTER ON BANK LETTERHEAD AND/OR BANK FORM**

**SKYLIGHT ENROLLMENTS ONLY  
COMPLETE PAGES 1&2**

**COMPLETE ONLY SECTIONS THAT ARE  
NEW OR BEING CHANGED**

☐ **REHIRED EMPLOYEES/REINSTATE ACCOUNT:** I request to reinstate my primary direct deposit with the last primary account on file (no documentation needed). I understand that any account inactive for more than 60 days will go through a pre-notification process. PREVIOUS BANK NAME \_\_\_\_\_. If the bank named does not match last bank on file, form will be returned.

**MARK EACH ACCOUNT DOCUMENTATION ACCORDINGLY - PRIMARY, DD1, DD2 OR DD3**

\* ☐ **PRIMARY ACCOUNT**  
(9998 – NET PAY)

- ☐ **NEW EMPLOYEE**  
PRE-NOTE REQUIRED
- ☐ **CHANGE IN ACCOUNT**  
PRE-NOTE REQUIRED
- ☐ Checking
- ☐ Savings
- ☐ SkyLight Pay Card

**PRE-NOTE = LIVE CHECK**

Primary, optional, new or changed accounts will pre-note. Direct deposit begins payday after live check is received

☐ **OPTIONAL DD1**  
(9997 – Per Pay Flat Amount)

- ☐ **NEW ACCOUNT**  
PRE-NOTE REQUIRED
- ☐ **CHANGE IN ACCOUNT**  
PRE-NOTE REQUIRED
- ☐ **CHANGE MONEY AMOUNT**  
NO PRE-NOTE REQUIRED
- ☐ **MAKE PRIMARY ACCOUNT**  
NO PRE-NOTE REQUIRED
- ☐ **CANCEL**
- ☐ Checking \$ \_\_\_\_\_
- ☐ Savings \$ \_\_\_\_\_
- ☐ SkyLight Pay Card \$ \_\_\_\_\_

☐ **OPTIONAL DD2**  
(9996 – Per Pay Flat Amount)

- ☐ **NEW ACCOUNT**  
PRE-NOTE REQUIRED
- ☐ **CHANGE IN ACCOUNT**  
PRE-NOTE REQUIRED
- ☐ **CHANGE MONEY AMOUNT**  
NO PRE-NOTE REQUIRED
- ☐ **MAKE PRIMARY ACCOUNT**  
NO PRE-NOTE REQUIRED
- ☐ **CANCEL**
- ☐ Checking \$ \_\_\_\_\_
- ☐ Savings \$ \_\_\_\_\_
- ☐ SkyLight Pay Card \$ \_\_\_\_\_

☐ **OPTIONAL DD3**  
(9993 – Per Pay Flat Amount)

- ☐ **NEW ACCOUNT**  
PRE-NOTE REQUIRED
- ☐ **CHANGE IN ACCOUNT**  
PRE-NOTE REQUIRED
- ☐ **CHANGE MONEY AMOUNT**  
NO PRE-NOTE REQUIRED
- ☐ **MAKE PRIMARY ACCOUNT**  
NO PRE-NOTE REQUIRED
- ☐ **CANCEL**
- ☐ Checking \$ \_\_\_\_\_
- ☐ Savings \$ \_\_\_\_\_
- ☐ SkyLight Pay Card \$ \_\_\_\_\_

**CURRENT NMA FEDERAL CREDIT UNION MEMBERS (Deduction code 9992 only)**

- ☐ **CHANGE** in allotment amount to \$ \_\_\_\_\_ per payday
- ☐ **CANCEL** allotment

**For new accounts, use an Optional Account above**

I authorize NPS and bank(s) indicated above to deposit the assigned amount of my pay automatically into my savings or checking account(s) each payday. If money to which I am not entitled is deposited into my account, I authorize NPS to direct the bank(s) to return the direct deposit. I have read the information about direct deposit on the reverse side of this form.

\*Employee Hand  
Signature

\*Date

## SkyLight Card Participants MUST Complete All Information Below

First Name	Middle Initial	Last Name		
Social Security Number	Date of Birth	Primary Contact Phone Number		
Physical Street Address, Include any Apt/Unit # <b>(PO Boxes Prohibited)</b>		City	State	Zip Code
<input type="checkbox"/> New to SkyLight Card Program. <input type="checkbox"/> Previous SkyLight Card Holder. Payroll will verify if old account is valid and will reactivate. <b>All SkyLight Cards will be mailed to the Payroll Office. Employees will be notified when received and must come to the Payroll Office and sign for their card.</b>				
<b>OPTIONAL INFORMATION</b>				
Email Address		Mother's Maiden Name		

### ENROLLMENTS

- Direct deposit of net pay is mandatory as part of employment with Norfolk Public Schools (NPS). NPS offers a pay card for individuals who cannot obtain a traditional bank account. Part-time employees can participate in the **PRIMARY** account only. The Optional & NMAFCU deposits are not available for part-time employees.
- You must provide accurate and legible bank information. Any inaccuracies may result in a failed direct deposit and/or delay in processing your form, including it being returned to you for valid information. If direct deposit is to a checking account, a deposit slip **cannot** be substituted for a voided check, because deposit slips may not have the entire bank routing information needed for direct deposit. Hand written information is prohibited.
- Deadline to receive enrollments and/or changes is the Friday before payday (deadlines may be adjusted due to holidays and/or NPS closure). Direct deposits received in the Payroll Office one week prior to payday will be processed.
- **All new or changed accounts require a PRE-NOTE.**
- **Employees must generate a check for new/changed accounts to pre-note. Typically, a pre-note takes place the first payday after your form is received. If no check is generated, this will delay the start of your direct deposit. Your direct deposit should take place the second payday after you receive pay.**
- Your paper check will be sent to the pay location currently in the Human Resources/Payroll system or your home address during holidays and NPS closures.
- Your net pay and other direct deposit distributions will be deposited on payday. Your net pay may vary from one pay period to the next depending on changes in your pay, deductions, tax rates, hours worked, etc.
- You should check with your bank each pay period to ensure that the direct deposit was made prior to making financial transactions that are dependent on those funds. You will be responsible for any overdraft fees that are a result of financial activity you initiated based on an expected direct deposit that was not made.

### SKYLIGHT DEBIT CARD

- SkyLight participants will be required to have their pay card mailed to the Payroll Office. Each card holder will be notified when the card is received and will be required to come to the Payroll Office to pick up and sign for their card.
- For more information on the SkyLight Pay card, visit the Payroll Forms page under the District Shared folder or the NPS SBO icons in your ZENWorks window on your NPS computer, or see your Office Manager.

### OPTIONAL ACCOUNTS

- Only contracted Full-time employees are eligible for Optional or NMAFCU account deposits. These deposits will be deducted from all regular payments and any "Summer/Reserve" payments. A flat dollar amount must be specified for either of these deposits (e.g., \$25.00 – percentage amounts prohibited).

### CHANGES/CANCELLATIONS

- A new Direct Deposit form must be completed to change/cancel accounts. **Primary accounts cannot be canceled.** You can only change primary accounts, or sign up for the SkyLight Card Program. You can change banks/accounts, deposit amounts, or stop a direct deposit to an optional 1, 2 or 3 account or the NMAFCU.
- Changes in your primary account numbers or banks/financial institutions will require your direct deposit to pre-note, which will produce a paper check the pay period after your change is processed. A change only in an Optional 1, 2, 3 or NMAFCU dollar amounts will not require a pre-note on this action.