

**AUTHORIZATION FORM**

**ELECTRONIC NOTIFICATION OF DIRECT DEPOSIT**

**Name:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Alternate E-mail address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Article 22.01 of the collective bargaining agreement states, “The Board will send electronic pay stubs/vouchers to employees in a timely manner for receipt on or before the pay date. Employee shall notify the Treasurer in writing of the E-mail address at which they want to receive the electronic pay stub/voucher.”**

**I agree to notify the Treasurer’s office three weeks in advance of the next pay date should my E-mail address change. Without three weeks advance notice, you may not receive notification of your payment. However, your payment will continue as regularly scheduled.**

**I understand that the E-mail notification is not the effective date of the deposit. The pay date on the notification is the actual date of deposit.**