

School District of Lodi  
**Direct Deposit**

No. 671.4  
(A) 5-14-12  
(R) 10-12-15

The District will pay employees through direct deposit to an account at a financial institution of the employee's choice. Employees will provide the District office with information needed to accomplish the direct deposit payroll process. Employees must enroll in direct deposit within fifteen (15) calendar days of the time of hire or rehire. Employees must participate in the direct deposit payroll process as a condition of new or continued employment unless otherwise prohibited by law. Only one (1) financial institution account number may be selected for direct deposit for the employee. The direct deposit slips will be provided or mailed or accessible to each employee on each pay date.

Changes to information regarding direct deposit shall be received by the District office at least thirty (30) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account where the request for the change has not been timely provided to the District Office.