

**RIALTO UNIFIED SCHOOL DISTRICT**

Fiscal Services  
182 E. Walnut Avenue  
Rialto, CA 92376  
(909) 820-7700



# Electronic Fund Transfer (EFT) Authorization Form

Last:  First:  M.I.

Job Title:  Site:

Social Security No.:  Classification:

I HEREBY REQUEST MY PAY WARRANT TO BE ELECTRONICALLY TRANSFERRED (EFT) TO MY BANK/CREDIT UNION (ATTACH VOIDED CHECK).

Financial Institution:  Branch:

Financial Institution 9 Digit Transit/ABA No.:

Account Number:   Checking  Savings

I,  shall hold harmless and indemnify the Rialto Unified School District and its officers and employees from any claim or demand, brought by any person, including any financial institution against the District in the capacity as an employer concerning the Payroll Warrant Distribution provided by the County Superintendent of Schools Office.

I hereby authorized the Rialto Unified School District to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above. I also authorize the Financial Institution named above to credit and/or debit the same to such account.

*\* The district reserves the right and option to take an employee off EFT (prior to their last pay warrant), in the event of a termination, resignation, or extended leave of absence. By my signature, I am indicating that I am aware that the district has the above option.*

Electronic Fund Transfer takes effect on the **NEXT AVAILABLE PAYROLL FOLLOWING SUCCESSFUL PRENOTE TEST** through the banking system. The request completed above is for the disposition of my pay warrant from the effective date specified until rescinded in writing.

EMPLOYEE SIGNATURE	DATE

**Return to: Fiscal Services  
Rialto USD  
182 E. Walnut Avenue  
Rialto, CA 92376-3576**

**ATTACH A VOIDED CHECK**

**Print Form**

## ELECTRONIC FUND TRANSFER (EFT)

EFT is a cooperative effort between the Calwestern Automated Clearing House Association (CACHA), the San Bernardino County Central Credit Union (SBCCCU), the San Bernardino County Schools Office and the school districts of San Bernardino County. CACHA is the clearing house by which all transactions must pass through prior to deposit. SBCCCU is a financial institution providing the service to the County Schools Office.

Employees will receive an EFT stub instead of a paper warrant. EFT is not available to those employees with a credential hold. EFT monies will be deposited to either a checking OR savings account BUT NOT BOTH. The district is not responsible for your pay being deposited to your account. It is strongly recommended that you contact your financial institution to verify such deposits.

### PROCESS

- 1) Submit EFT Authorization Form to the Payroll Department. Form must be complete and signed. Effective 11/13/2018, the payroll department will no longer accept mailed and/or electronic email submission of Electronic Fund Transfer Forms or Electronic Fund Transfer Stop Notice Forms. Employees must come to the Payroll or Personnel office with identification to submit the EFT Authorization and/or change forms.
- 2) Attach a voided check to the completed authorization form. In lieu of a voided check, attach a document from the financial institution listing the employee's name, routing number, and bank account number.
- 3) Employee will be placed on a prenote test on the next scheduled payroll cycle.
- 4) A paper warrant will be issued and a zero \$ deposit will be made to your account during the prenote cycle.

If the prenote test is rejected due to errors, employee will be contacted by the Payroll Department.

If there are no errors, EFT will become effective on the next pay cycle. Your pay will be automatically transferred to your financial institution.

If you have any questions regarding EFT, please contact Payroll at (909) 820-7700 extension 2232.