

# Smart Financial Credit Union

## Savings Deduction (ACH)

### Employee Information

Last name \_\_\_\_\_ First name \_\_\_\_\_

Employee ID \_\_\_\_\_ Campus/Location \_\_\_\_\_

### Action Requested

- New deduction (*Smart Financial form required*)
- Stop current deduction
- Change deduction amount

### Savings Deduction Information

I hereby authorize the Conroe Independent School District to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the Smart Financial Credit Union (SFCU) savings account indicated below.

I am aware that I should monitor my bank account and/or Employee Access Center for this change as it may take two pay periods to update. I understand that if my prenote occurs on a pay date, the deduction amount available will go into my primary direct deposit account. Once the prenote has processed, the deduction amount requested, if available, will go into my SFCU savings account. I further understand that the SFCU deduction is due at SFCU based on CISD's pay dates and that I am responsible for any and all bank service fees that result from paying out of my account before the electronic transaction was posted. Once a SFCU deduction has been transmitted, SFCU is responsible for the availability of my funds

Failure to notify the Payroll Department of account changes by the payroll deadline may result in a delay in receiving funds and a \$20 replacement fee. If my account has been closed while funds are being transferred or SFCU cannot accommodate the electronic transaction, the funds must be returned before a replacement check can be issued. This may take up to five business days after a pay date. If a paper check is issued, the check will be mailed to my address of record.

This authorization will remain in effect until the next available pay date after the District has received written notification of a change from either SFCU or from me.

Account number \_\_\_\_\_

Deduction amount requested \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_