

# DIRECT DEPOSIT E-MAIL NOTIFICATION

The Huber Heights City Schools Payroll Department utilizes Direct Deposit E-Mail Notification. Notices are sent one day prior to the payroll date.

In order to prevent identity theft, this e-mail notice will not contain your Social Security or banking account number.

## PLEASE PROVIDE THE FOLLOWING:

**Print Name** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

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

**Send completed form in inter-school mail to the Payroll Department at Central Office.**

Note: It is your responsibility to inform the Payroll Department of any changes in your E-mail address.

By providing an E-mail address and signing this form, the employee accepts responsibility for delivery of their Direct Deposit E-mail and holds the district blameless for any problems related to E-mail delivery to the stated E-mail address.