



Beginning October 2011, all employees must receive their pay through a direct deposit rather than a paper check. This change is being made to help the District prepare for implementation of new payroll software.

What does this mean for me? You will receive payroll payments directly into your bank account on each pay date. No more running to the bank to deposit your check or paying a check cashing service to cash your check. In essence, it means you receive your money faster!

See the steps to make the required change to direct deposit below:

If you already have a checking or savings account:

- Complete a Direct Deposit form.
- Submit the form to the Payroll Department.

If you do NOT already have a checking or savings account:

- Open a checking or savings account with a bank or credit union of your choice.
- Complete the enclosed Direct Deposit form.
- Submit the form to the Payroll Department.

Assistance obtaining a checking account:

To assist any employees that do not have a checking or savings account, the District will have Texas Trust available to help you open an account at various District locations in the coming weeks:

- August 2, 2011 from 9am-12pm in the MISD Maintenance Complex
- August 11, 2011 from 8am-4:30pm at Legacy High School
- August 12, 2011 from 7am-8am and 11am-1pm at James Coble Middle School
- August 18, 2011 from 1pm-4pm in the Administration Building, Great Room

What if I have questions?

- Contact either of the following people in the Payroll Department. They will be happy to assist you with any of your questions.
 - Nova Pontuti 817-299-6331
 - Iris Sandoval 817-299-6334