Manteca Unified School District Employee Election Form
Direct Deposit Notification

You can elect to receive your direct deposit notice through email instead of regular mail in the form of a secure password protected PDF document.

Emails will be delivered from the email address DoNotReply@sjcoe.net on the morning of the payroll check date.

In order to elect or cancel this service submit this completed form to the Manteca Unified School District Payroll Department.

Print Name: _____

Employee ID #: _____

Employee Type/position: ☐ Certificated/_____
☐ Classified/_____

☐ **I elect to receive my direct deposit notice through email.**

Which email address would you like your direct deposit notice emailed to:

☐ **Home**
If home, print home email address: _____

☐ **Work**
If work, print work email address: _____

The PIN option you will use as your password for opening the secure direct deposit PDF that will be attached to the email is your birthdate, see entry format below:

Pin #	Entry Format
Birthdate	MM/DD/YYYY (forward slashes required)

☐ **I elect to cancel my direct deposit notice through email instead receiving it through regular mail service.**

_____ _____
Signature Date