

# ASHLAND PUBLIC SCHOOLS

CO-82  
6/2/10



*Inspiring Learning for Life*

## OPT OUT OF EMAILING DIRECT DEPOSIT VOUCHER

I understand that the Ashland School District will be emailing direct deposit vouchers to my work email instead of sorting by site and/or mailing a paper copy to my home address.

This form is to Opt Out of this process and continues to have my direct deposit voucher printed. I understand my voucher will be mailed to my home address on file.

If at a future date I decide to have my direct deposit voucher emailed to me instead of receiving a paper copy, I will notify the Ashland School District in writing to cancel this Opt Out form.

\_\_\_\_\_

Print name

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

Note: Employees who do not have ASD email addresses, mainly Substitutes, Coaches and Retirees, will have the option to receive their direct deposit voucher via email at an email address they provide to us and do not need to sign this opt out form.