



EMPLOYEE DIRECT DEPOSIT AUTHORIZATION

Employee Information - Please provide the following personal information.

Employee Name: _____

Bank Information - All bank information refers to the bank in which the employee has chosen as the recipient of his/her payroll check. The bank routing transit number is nine (9) digit bank code, which appears on the bottom of your check or deposit slip to identify the financial institution. The bank account number refers to your personal bank account number. It is recommended that once you have completed the authorization form that you have someone from your bank verify the accuracy of this information before submitting to the payroll office.

Bank Name: _____

Bank Address: _____

City, State, Zip: _____

Contact/Phone Number: _____

Bank Routing Transit Number: _____

Bank Account Number: _____

Account Type (Check One): Checking Account Savings Account

Method (Check One) Percentage Flat Amount

Amount: _____ % _____

I authorize the school district to electronically direct deposit my payroll check on a bi-monthly basis. I am aware that I must notify my bank that my check will be deposited in this manner, and I must supply the school district with accurate and complete bank account information.

Employee Signature Date

The authorization form must be signed and dated before we can set up your payroll checks for direct deposit.

In addition, I authorize the district to e-mail my check stub to _____

Employee Signature Date