



Mayfield Independent Board of Education

Direct Deposit Authorization Form

The Mayfield Independent School District has established a mandatory direct deposit system for payroll. Please complete the information below and return this sheet to the payroll office (Attn: Debbie Smith). The first month is a "trial run" to your bank - you will receive a paper check the first month:

Please note the following:

The transmittal of payroll funds will be sent to all banks on the night before pay day. The time of credit to your account is determined BY YOUR BANK. If you have questions on this subject, please contact your bank.

Please type or print

Employee Name: _____ SS#: _____

Financial Institution Name: _____

Financial Institution Address: _____

Check One: Checking Savings

Account Number: _____

Routing Number: _____

Check One: New Direct Deposit Account:

A Change to existing Direct Deposit Account set up with Mayfield Schools:

Signature of Employee: _____ Date: ____/____/____

****Remember: FIRST MONTH is a "trial run" to your bank - you will receive a regular PAPER check.**

Please attach a voided check here.