

# DIRECT DEPOSIT AUTHORIZATION AGREEMENT

WESTBROOK Independent School District has the capability of depositing your payroll check, travel, and other reimbursements directly into your bank account through the ACH Direct Deposit System.

If you would like to use this service, please complete the form, sign, attach a copy of a voided check, and submit to the Business Office.

I wish to have the following reimbursements deposited into the account listed below.

**(If you wish to have multiple accounts for deposits please complete a form for each specific disbursement.)**

Payroll  Travel and/or Other Reimbursements

## Employee Information

Name

Bank Account Number

Routing Number

Please check one  Checking  Savings

## Bank Information

Name

Street Address

City

State

Zip Code

Phone Number of Bank

If you choose not to use this service, you will be responsible for picking up your check from the business office or received by US postal service.

Please check if you do not wish to use this services

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date