



ALTO INDEPENDENT SCHOOL DISTRICT
244 County Road 2429
Alto, Texas 75925
936-858-7101 Fax: 936-858-2101



DIRECT DEPOSIT ENROLLMENT FORM

Direct deposit allows the employee to automatically deposit their payroll check to the financial institution of their choice electronically. The money will be deposited into your account on the same date that you would normally receive your paycheck. The employee will receive a voucher in lieu of a paycheck. All information printed on a regular check stub will appear on the voucher. This includes wages, deductions, and sick leave balances.

If you would like to participate in direct deposit, please complete the information below and return this form and a **voided** deposit slip to the Administration Office. PLEASE PRINT ALL INFORMATION.

Employee Name _____

Routing Number _____

(This number is preprinted at the bottom of your check in the left corner, or you can call your bank and ask for the routing number.)

Name of your Bank _____

Bank Address - Street _____

City, State, Zip _____

Bank Phone Number _____

Account Number to be used _____

Check one Checking Account _____ Savings Account _____

Month/Year to begin direct deposit _____ 20 _____

Social Security Number _____

I hereby authorize Alto ISD to deposit my pay to the bank account named above.

Signature to participate _____ **Date** _____

Direct deposit can be cancelled by filing a cancellation form with the administration office before the 5th of any month. Employees requesting to participate in direct deposit should allow at least one month for direct deposit to begin. If you have questions, please contact Kelley Robertson at 936-858-7102 or within the District at extension 1102.

I decline to participate in the direct deposit program.

Signature to decline participation _____ **Date** _____