

# Mesquite Independent School District Direct Deposit Authorization

- The first month/check the employee's account numbers are sent to the bank for verification and approval
- The second month/check after signing up, your paycheck will be directly deposited
- The employee should check his/her account after each pay date to verify the deposit
  
- If the employee makes any changes to his/her account or banking institution, written notice must be made to the payroll dept. immediately in order for future funds to be deposited correctly
  
- Funds should be available after 8:00 AM on each Payday

## 1 Personal Information

Employee Name: \_\_\_\_\_

MISD Employee ID # \_\_\_\_\_ Social Security #: \_\_\_\_\_

## 2 Bank & Account Information

Bank Routing # \_\_\_\_\_ Employee's Account # \_\_\_\_\_  
Checking \_\_\_\_\_ Savings \_\_\_\_\_

**Please attach Voided Check**  
  
**or**  
  
**Paperwork from the Bank  
with the Bank Routing Number  
& Your Bank Account Number**

## 3 Authorization

I have read the above agreement and want to participate in Direct Deposit.

I hereby authorize the Mesquite Independent School District to initiate credit entries (deposits) and, if necessary, debit entries and adjustments to the account indicated above.

This authority may be terminated upon ten days prior written notice to Mesquite ISD Payroll Office.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus/Department: \_\_\_\_\_