

**NOOKSACK VALLEY SCHOOL DISTRICT NO. 506  
AUTHORIZATION AGREEMENT FOR ELECTRONIC DIRECT DEPOSIT**

Employee Legal Name (Print) \_\_\_\_\_

***NOTIFY PAYROLL IMMEDIATELY OF ANY CHANGES TO YOUR ACCOUNT THAT WOULD AFFECT THIS PROCESS. A CHANGE COULD RESULT IN A DELAY IN RECEIVING YOUR PAY.***

I hereby authorize the Nooksack Valley School District to initiate electronic credit entries and to initiate, if necessary, debit entries and adjustments for any incorrect credit entries to the following accounts:

**PRIMARY ACH Transaction**

Bank Name	Account Type	Account Number	Dollar Amount
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		NET (amount after all other deductions and secondary ACH transactions)

**SECONDARY ACH Transaction (if applicable)**

Bank Name	Account Type	Account Number	Dollar Amount
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		

You will need to access Skyward’s Employee Access to view your pay each month. Instructions will be emailed to you.

Direct Deposit forms will be processed as a “test run” (pre-note) first to verify routing and account numbers. AFTER your account is verified, your pay will be deposited electronically **(this may be the current month or a future month). Most likely, your first and/or second payday will be with an actual warrant (paycheck), and then a future payday will be via direct deposit.**

This authority is to remain in full force and effect until Nooksack Valley School District has received an updated agreement in such timing as to afford Nooksack Valley School District time to initiate it. I understand I must inform the Payroll Specialist if my designated direct deposit account is changed or closed prior to the change.

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

**REQUIRED: ATTACH VOIDED CHECK FOR ALL CHECKING ACCOUNTS  
ATTACH DEPOSIT SLIP FOR ALL SAVINGS ACCOUNTS OR  
YOUR BANK CAN ALSO GIVE YOU THEIR “DIRECT DEPOSIT” FORM TO ATTACH  
TO THIS FORM  
(NEEDED TO VERIFY ACCOUNT )**