

# DIRECT DEPOSIT

## Stoughton Area School District

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You have the option to have your paycheck automatically deposited into your checking or savings account at more than one financial institution on payday.

Simply complete the **Employee's Authorization** form (below), attach a **voided check** and return to Shelly Riddle in the Business Office.

*\*Attaching a voided check will ensure the routing and account numbers are accurate.*

### Employee's Authorization

I authorize the Stoughton Area School District and the financial institutions listed below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my accounts as listed below each pay period. This authority will remain in effect until I have cancelled it in writing.

Name of Financial Institution	Transit Routing #	Account #	Select Account Type: C=Checking S=Savings		Amount or Net
			C	S	
			C	S	
			C	S	

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Name

Social Security Number

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Signature

Date

**If this form is received in the payroll office before the 15<sup>th</sup> of the month, monies will be deposited in the account(s) reflected above on the 10<sup>th</sup> of the month paycheck.**

**If this form is received between from the 16<sup>th</sup> through the 31<sup>st</sup> of the month, monies will be deposited in the account(s) reflected above on the 25<sup>th</sup> of the month paycheck.**

*Please return completed form to Shelly Riddle in the Business Office.*