UPDATED 11/09/15

Authorization for Direct Deposit Midlothian ISD

| EMPLOYEE NAME (PLEASE PRINT CLEARLY) | | |
|--|---|---|
| CAMPUS/DEPT: | DATE: | |
| SUBS ONLY: DEPT MISD | EMAIL: | |
| SELECT ONE: BEGIN DIRECT DEPO | OSIT | ALL INFORMATION MUST BE CORRECT & COMPLETE: |
| CHANGE BANK/ACC | OUNT # | Please Contact Your Financial Institution to verify all information, |
| ADD/DELETE SECONDA | RY ACCOUNT | Particularly the ACH Transit Routing Number which is not always the transit number on your check. |
| PRIMARY ACCOUNT INFORMATION: | | |
| Name of Financial Institution | | Account Number |
| | | or |
| ACH Transit Routing Number (9 DIGIT) | Checking | Savings |
| Please Complete the following box if you want OPTIONAL Secondary Account Information | Designate am | ount of pay to be deposited |
| | Designate am Into this seco \$ | nount of pay to be deposited nd bank account each pay period |
| OPTIONAL Secondary Account Information | Designate am Into this seco \$ Note: The bal | nount of pay to be deposited nd bank account each pay period ance of Net Pay will be deposited your Primary Account |
| Name of Financial Institution | Designate am Into this seco \$ Note: The bal | nount of pay to be deposited nd bank account each pay period ance of Net Pay will be deposited |
| OPTIONAL Secondary Account Information Name of Financial Institution ACH Transit Routing Number Account Number The district WILL NOT issue any paychecks; once direct deposit helf you have closed your account, the bank will refund the money | Designate am Into this seco \$ Note: The bal into Checking as been transmitted, your bank is to the district; however, the district | ance of Net Pay will be deposited your Primary Account or Savings |
| OPTIONAL Secondary Account Information Name of Financial Institution ACH Transit Routing Number Account Number The district WILL NOT issue any paychecks; once direct deposit he figure to have closed your account, the bank will refund the money before they can be reissued to you or redeposited to your new account to the second to you or redeposited to your new account. | Designate am Into this seco \$ Note: The bal into Checking as been transmitted, your bank is to the district; however, the district | ance of Net Pay will be deposited your Primary Account or Savings s responsible for the availability of your function must wait for the receipt of these funds |
| OPTIONAL Secondary Account Information Name of Financial Institution ACH Transit Routing Number Account Number The district WILL NOT issue any paychecks; once direct deposit he figure to have closed your account, the bank will refund the money before they can be reissued to you or redeposited to your new account to the secondary of the secondary account. | Designate am Into this seco \$ Note: The bal into Checking as been transmitted, your bank is to the district; however, the district count. OUNT, ATTACH VOIDED NT, ATTACH COPY BANI | ance of Net Pay will be deposited your Primary Account or Savings s responsible for the availability of your function must wait for the receipt of these funds O CHECK*** K STATEMENT, |
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SIGNATURE DATE

This authorization will remain in effect until Midlothian ISD Payroll Office has received written notice of termination from me.