

**MOORESVILLE GRADED SCHOOL DISTRICT
AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET PAY**

Instructions: Complete all items and return this form to your payroll office. The deposit information will be confirmed through the banking system before the first automatic deposit is made. Paper checks should be expected until you have received the initial notice of deposit. NOTE: Be sure your cancelled check contains both the transit / routing number and your account number.

School / Location: _____

Employee Number	First Name	MI	Last Name
Bank Name			

For Deposit To (indicate one by checking):

<input type="checkbox"/> <i>Checking Account</i> <input type="checkbox"/> <i>Savings Account</i>	Routing No.
Checking Account No.	Savings Account No.

I authorize the Mooresville Graded School District to deposit \$_____ per check OR my net pay (complete/circle one option) to the account and bank indicated and to initiate any necessary adjustment entries to my account for any transactions credited to it in error.

Employee Signature

Date

Please attach a voided check or deposit slip in this space for the account designated for deposit. A letter from the banking institution containing the routing **and** account numbers will also be accepted. Forms submitted without a voided check, deposit slip or bank letter will not be processed.