

SOUTH KITSAP SCHOOL DISTRICT

Nurturing Growth • Inspiring Achievement • Building Community

DIRECT DEPOSIT

AUTHORIZATION AGREEMENT FOR AUTOMATED DEPOSITS

Instructions

To start or change your direct deposit, simply fill out this form attach a voided check, or a preprinted form from your bank - not a deposit slip, and return both items to the Payroll Office. (If depositing to a savings account, ask your bank to give you a preprinted form which shows your Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.)

IMPORTANT! Please read and sign before completing and submitting.

I hereby authorize the South Kitsap School District to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by the South Kitsap School District to my account. In the event that the South Kitsap School District deposits funds erroneously into my account I authorize the South Kitsap School district to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until the South Kitsap School district has received written notice from me of its termination in such time and in such manner as to afford the South Kitsap School District reasonable opportunity to act on it.

Employee Name: _____ Social Security # _____

Employee Signature: _____ Date: _____

Account Information:

Bank Name:	Branch:
Checking	Savings
In this box, attach a blank personal bank check, marked "VOID", OR you may attach a printed direct deposit form from your bank - deposit slips and handwritten routing and account numbers are not acceptable.	