

Lockhart Independent School District Employee Direct Deposit Form

If this is a new account

1. The account must be established and active at your bank before you request direct deposit.
2. For savings accounts you MUST confirm the transit routing number with your bank.
3. Direct Deposit of your payroll may not begin until you have received at least one paycheck.
4. Then direct deposit of your paycheck will begin the following month.

If changing direct deposit account

1. Do not close existing account until this form has been processed.
2. Changing accounts for direct deposit will begin the following month.

Please check for:

- A new account Changing direct deposit account
 Checking Savings-List flat (constant) dollar amount to go to savings \$ _____
 Go paperless - (Deposit advices can be printed from employee access)

Bank telephone number: (____) _____

Please attach voided check.
A voided check will have accurate bank routing number and account number.

- ❖ I authorize LISD and the bank listed above to deposit my net pay into my account each pay day.
- ❖ If funds to which I am not entitled are deposited to my account, I authorize LISD to direct the bank to return these funds to LISD.
- ❖ I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher.

EMPLOYEE NAME (Print): _____

EMPLOYEE SIGNATURE _____

SOCIAL SECURITY # (Required): _____

DATE: _____