

**BRENTWOOD UNION FREE SCHOOL DISTRICT**

**AUTHORIZATION AGREEMENT  
For Direct Deposit of Payroll**

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I hereby authorize my employer to deposit my net pay directly into my bank account and to initiate (if necessary) debit entries and adjustments for any credit entries in error to my account.

I agree that this authorization will remain in effect until I provide written notification to my employer terminating this service.

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Signature

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Date

**ELECTRONIC TRANSFER OF FUNDS  
For Direct Deposit of Payroll**

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Name on your Account

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Employee I.D. #

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Bank Name

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Bank Address

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Bank (Routing Transit) Number\*

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Account Number\*

Check one:    \_\_\_\_\_ Checking Account                      \_\_\_\_\_ Savings Account

\*Direct Deposit into Checking Account – An example is provided on the back page to help you fill out your bank routing number and account number. In order to allow the payroll department to verify this information, please attach a voided check to the following page.

\*Direct Deposit into Savings Account – Please have your bank complete this information before you submit this form to the Payroll Department.

**\*\*\* PLEASE NOTE THIS DIRECT DEPOSIT WILL TAKE EFFECT ON THE THIRD PAY CYCLE FOLLOWING SUBMISSION OF THIS FORM. \*\*\***

## How to read the bank and account numbers from your check.

Your Bank Number falls between the I: and I: markings.

Your complete Account Number falls between the second I: and II: markings.

The Bank Number and Account Number on the authorization form would be completed for the sample check as follows:

NAME _____ 20 _____ 032	
Pay to the	
order of _____ \$ _____	
BANK	
Memo _____	
I: 123456789 I: 0229999999999999II:0324	

Bank Number  
1 2 3 4 5 6 7 8 9

Account Number  
0 2 2 9 9 9 - 9 9 9 9 9 9 9

Hyphens should be entered, but spaces should not be included.

Identifying your number can be difficult. Therefore, please attach a voided or cancelled check in the space provided.

Please place a voided check here.	
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