

**DIRECT DEPOSIT AUTHORIZATION**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

I \_\_\_\_\_ hereby (1) authorize Brookville Local Schools to deposit my paycheck automatically, and to initiate, if necessary, adjustment or debit entries for any credit entries made in error, and (2) direct that all such automatic deposits be made to the bank and account(s) indicated on the attached copy of my checking account deposit ticket and/or my savings account deposit ticket.

Your paycheck will be directly deposited into your account through the Automated Clearinghouse (ACH) network.

**Attach a voided check from the checking account or a deposit ticket from a savings account. Please provide both if you are using a checking account and a savings account.**

**Payroll Start Date:** \_\_\_\_\_

**Amount to be deposited into 1<sup>st</sup> account:** \_\_\_\_\_  
\_\_\_ Checking \_\_\_ Savings

**Bank Name:** \_\_\_\_\_

**Routing Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Amount to be deposited into 2<sup>nd</sup> account:** \_\_\_\_\_  
\_\_\_ Checking \_\_\_ Savings

**Bank Name:** \_\_\_\_\_

**Routing Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Amount to be deposited into 3<sup>rd</sup> account:** \_\_\_\_\_  
\_\_\_ Checking \_\_\_ Savings

**Bank Name:** \_\_\_\_\_

**Routing Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Email Address for Electronic Payroll Notification:** \_\_\_\_\_