

# AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

I hereby authorize payments of any amount to me for Payroll by initiating credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error, to my Checking and/or Savings account indicated below.

You have the option of designating all or a portion of your net pay to be sent electronically to any bank and/or credit union.

The amount of net pay which you designate for direct deposit will be deposited at your bank and/or credit union each payday (every other Friday). If you authorize 100% of your check to be direct deposited, you will receive an electronic pay stub, which will indicate how much is being deposited.

Deposits can be made in no more than three (3) different accounts

1. This account is used for a specific dollar amount: \$ \_\_\_\_\_

Bank Name \_\_\_\_\_ Routing # \_\_\_\_\_

Account Type: Checking \_\_\_ Savings \_\_\_ Account # \_\_\_\_\_

2. This account is used for a specific dollar amount: \$ \_\_\_\_\_

Bank Name \_\_\_\_\_ Routing # \_\_\_\_\_

Account Type: Checking \_\_\_ Savings \_\_\_ Account # \_\_\_\_\_

3. This account is where the **BALANCE** of your paycheck is deposited

Bank Name \_\_\_\_\_ Routing # \_\_\_\_\_

Account Type: Checking \_\_\_ Savings \_\_\_ Account # \_\_\_\_\_

**\*\*This form MUST be accompanied by a copy of a voided check or a deposit slip for each financial institution listed. Without these your request will not be processed.\*\***

This authorization will remain in full force and effect until receipt of written notification from me of its termination.

Check only if you DO NOT wish to have your pay check directly deposited

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employees electing to receive direct deposit will receive their pay stub electronically. Please provide your preferred email address: \_\_\_\_\_

**\*\*\*\* Please be advised that if this is the first time you are electing direct deposit OR if there is a change to either an account number or a financial institution, your next check will be a check delivered to your school while we process a test file to verify the account information provided.\*\*\*\*\***