

La Vega Independent School District  
400 E. Loop 340  
Waco, Texas 76705  
254-299-6700

**Direct Deposit Agreement Form**

**Authorization Agreement**

I hereby authorize La Vega ISD to initiate automatic deposits to my account at the financial institution named below. Further, I agree not to hold La Vega ISD responsible for any delay or loss of funds due to incorrect incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution depositing funds to my account. This agreement will remain in effect until La Vega ISD receives written notice of cancellation from me or my financial institution, or until I submit a new deposit form to the Payroll Department.

**Name of Financial Institution**

Institution: \_\_\_\_\_

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

Account Number: \_\_\_\_\_  Checking  Savings

**Signature**

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**EIN (EMPLOYEE ID #)** \_\_\_\_\_

We will need a void check, or other documentation from your banking institution, verifying your account information. **Money Cards will not be accepted.** This form should be returned to the Payroll Department at least seven (7) working days prior to pay day.