

**DIRECT DEPOSIT AUTHORIZATION
CANTON LOCAL SCHOOL DISTRICT**

TO: Payroll Office

To ensure accurate Routing and Account Numbers, please attach the following:

- * Checking Account - ATTACH A COPY OF A VOIDED CHECK
- * Savings Account - ATTACH COPY OF ANY BANK DOCUMENT SHOWING ABA/ROUTING# (not a deposit slip)

I hereby authorize Canton Local School District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in or to my account(s) listed below, not to exceed the total of the original amount credited for the current pay period.

Instructions: *Please read carefully.*

Direct Deposit is available into one or two separate financial institutions. If you elect Direct Deposit, please select Option 1 or Option 2. Option 1 is used if you want 100% of your net check deposited into one (1) financial institution. Option 2 is used if you want your net check deposited into two (2) financial institutions. If choosing Option 2, the first account will be a fixed dollar amount and the second account is the remainder of your net payroll.

OPTION 1 (100% of pay into one (1) account)	
Financial Institution Name _____	Phone _____
Routing # _____	Account # _____
Type of Account <input type="checkbox"/> Checking OR <input type="checkbox"/> Savings	

OR

OPTION 2 (100% of net pay SPLIT between two (2) accounts at SEPARATE financial institutions)	
Account #1: (FIXED DOLLAR AMOUNT)	
Financial Institution Name _____	Phone _____
Routing # _____	Account # _____
Type of Account <input type="checkbox"/> Checking OR <input type="checkbox"/> Savings	
Amount of Deposit: \$ _____ Fixed dollar amount (balance of check will be deposited into your 2 nd account)	
Account #2: (BALANCE OF CHECK WILL BE DEPOSITED TO THIS ACCOUNT)	
Financial Institution Name _____	Phone _____
Routing # _____	Account # _____
Type of Account <input type="checkbox"/> Checking OR <input type="checkbox"/> Savings	

I understand that the first payroll after the Payroll Department receives my authorization, I will receive a regular (physical) check in order for a trial run to be done with the financial institution(s). The first direct deposit will be on the following pay date unless I am notified by Payroll of a problem. Direct Deposit notices will be sent via e-mail. The authority is to remain in full force until Canton Local School District (CLSD) has received written notification from me of its termination in such timely manner as to afford CLSD and the financial institution a reasonable opportunity to act on it.

Canton Local email address (use personal ONLY if no CLSD address available): _____

Print Employee Name: _____ SSN _____

Date _____ Signature _____

(Stark Federal Credit Union requires that YOU inform them if a direct deposit is going to their financial institution.)