

**MT. VERNON COMMUNITY SCHOOLS  
AUTOMATIC DEPOSIT AUTHORIZATION**

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

\_\_\_\_\_ First Time Set-Up

\_\_\_\_\_ Add a new account

\_\_\_\_\_ "STOP" Accounts Listed

\_\_\_\_\_ Change \$ Amount

**I hereby authorize Mt. Vernon Community Schools (Employer) to initiate credit entries (and if necessary debit entries to adjust the credit entries) to my bank account(s) listed below. I authorize the Depository Bank to credit (or debit) the same entries to such account(s).**

Bank Name, City, State	*Routing Number	Type of Account Checking or Savings	**Account Number	***Flat Amount From Each Net Pay
1.				Net Pay Less Deductions Listed Below
2.				\$ _____
3.				\$ _____

**This authority is to remain in full force and effect until EMPLOYER has received written notification from me to terminate the instructions herein and has a reasonable opportunity to act on it.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

PLEASE ATTACH A COPY OF A VOIDED CHECK OR YOUR BANK DEPOSIT SLIP FOR EACH ACCOUNT THAT YOU WISH TO USE.

\*Transit Number – is the Bank Number found at the bottom left corner of your checking account personal check or your savings account deposit slip.

\*\*Account Number – for your checking account is found at the bottom of your personal check and for you savings account is found in your deposit book or by calling your financial institution.

\*\*\* Flat Amount – if more than one account is used, Line 1 must be the primary account and any balance of net pay remaining after deducting the amount of Line 2 or 3 will be deposited.