



DIERINGER SCHOOL DISTRICT #343

1320 178th Ave E, Lake Tapps, WA 98391

(253) 862-2537 • FAX (253) 862-8472

Dieringer School District #343 Authorization Agreement for Automatic Payroll Deposits

Employee Name: _____ Date: _____

I hereby authorize Dieringer School District #343 officials to make payroll deposits to my bank account(s) indicated below:

BANK NAME: _____

Deposit to: ACCOUNT # _____

☐ Checking ☐ Savings for Net Pay

2nd BANK NAME: _____

Deposit to: ACCOUNT # _____

☐ Checking ☐ Savings \$ _____

3rd BANK NAME: _____

Deposit to: ACCOUNT # _____

☐ Checking ☐ Savings \$ _____

IMPORTANT: PLEASE ATTACH A VOIDED CHECK/SAVINGS DEPOSIT SLIP OR A STATEMENT FROM YOUR BANK THAT SHOWS YOUR ACCOUNT NUMBER AND ROUTING NUMBER.

This authority is to remain in full force and effect during my employment with Dieringer School District #343. I understand that Dieringer School District #343 requires thirty (30) days' notice if I change bank(s) and/or account(s).

By signing below, I agree to hold Dieringer School District #343 harmless for all liabilities resulting from implementation of this procedure, and thus release them from all responsibility for problems arising therefrom.

Signature

Date

Note: Direct deposit requires a pre-note process. Your first check may be a "live" check. In the event you close an account, payroll will need to be notified by the 10th of the month to ensure payment is not processed to an inactive account.