

Los Alamos Public Schools
Direct Deposit Authorization/Change Form
Accounts Payable Only

This authorization is for reimbursement payments and is separate from your authorization for payroll direct deposit.

Name:

Email:

Phone:

Bank Information:

For a **checking account**, attach a voided check. For a **savings account**, include a statement from your bank indicating the ACH routing number and account number.

A deposit form will **NOT** be accepted as proof of routing number or account number. If you are currently set up for direct deposit through Payroll, you may contact them for account number/bank routing number information and attach the printout they give you to your form as verification.

Type of account: Checking Savings

Bank Name:

Routing Number:

Account Number:

City: State: Zip Code:

I hereby authorize Los Alamos Public Schools to initiate credit entries and, if necessary, debt entries and adjustments for any credit errors to my account(s) indicated above, and the bank(s) named above to credit and/or debit such account. This authorization will remain in effect until written cancellation or a new authorization form is received.

Signature

Date

Return this completed form and appropriate attachments to Karyn Murphy/Business Services.

Verified by: _____ Entry Date: _____