

Warren Local School District

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYROLL DEPOSITS (ACH CREDITS)

All payroll deposits are done electronically.

Company Name: Warren Local School District

I (Enrollee) hereby authorize Warren Local School District-Payroll, hereinafter called the Company, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my checking and/or savings indicated below at the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Each enrollee is allowed a maximum of four individual accounts in which to automatically deposit funds in conjunction with payroll. Account modifications can be no more frequent than on a monthly basis. Any error performed in association with inaccurate account/routing numbers provided by the enrollee, shall be the sole responsibility of the enrollee. In such event, the enrollee will hold the Company harmless.

DEPOSITORY INFORMATION

Depository Name	City of Local Branch	State	Savings	Checking	Account Number	Routing Number	Percentage or Flat Amount
			✓	✓			

*****Please attach a voided check and/or a deposit slip for each corresponding account.*****

This authorization is to remain in full force and effect until the Company has received written notification from me of its termination in such time and in such manner as to afford the Company and Depository a reasonable opportunity to act upon my termination request.

Name (printed): _____ Signature: _____ Date: _____

Email Address (to receive your pay stub): _____

NOTE: ALL WRITTEN CREDIT AUTHORIZATIONS SHOULD PROVIDE THAT THE RECEIVED MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.