

Direct Deposit Net Check

Automatically Deposits Your Paycheck for You

Direct Deposit is....

- **CONVENIENT**..... Replaces waiting in line for a bank teller or ATM.
- **FAST**... .. Makes your cash immediately available on payday rather than when your check clears.
- **SAFE**... .. Prevents misplaced, stolen or forged checks.
- **ACCURATE**... .. Receive an Earnings Statement on payday to verify pay and deductions.
- **CONFIDENTIAL**. For your protection, the bank holds all information strictly confidential.

What is Direct Deposit?

Direct Deposit is a service that automatically deposits your paycheck into your checking, savings or credit union account without the use of paper checks.

So rather than writing paper checks (which *you* have to deposit) Riverdale School District 51J can simply and safely have your check deposited for you. No waiting in line, no late deposits because you couldn't make it to the bank, and immediate use of your money on payday. You will receive an earnings statement (paycheck stub) on payday to confirm your pay and deductions.

There is no cost to you. In fact, there may be a savings for you as most banks offer free checking accounts with direct deposit.

The authorization form below gives Riverdale School District 51J and your financial institution authority to deposit your pay to your account. Simply complete the form in order to take advantage of the service. **Attach a voided personal check for verification of all financial institution information.** If you are unable to attach the voided check, please fill in your account number. **Be sure to sign the form** and return it to the Payroll Department as soon as possible. You may sign up for this service at any time in the future. You may also cancel this service at any time. If you have any questions, please contact Betsy Neuman I in the payroll department at 503-262-4840.

EMPLOYEE'S AUTHORIZATION TO DIRECT DEPOSIT OF NET PAYROLL CHECK

Please fill out, sign and return to the HR/Payroll Department

With a voided check

I authorize Riverdale School District and the financial institution listed below to deposit my pay automatically to my

_____ Checking account

_____ Savings account

_____ New Request

_____ Discontinue/Cancel Existing

_____ Change

Date: _____

Financial Institution Name

Name (please print)

Financial Institution Address

Co-applicant if joint account

Financial Institution City/State

Signature

Financial Institution Routing Number

Financial Institution Account Number