

BERKSHIRE LOCAL SCHOOL DISTRICT
14259 CLARIDON TROY RD. P.O. BOX 364 BURTON, OH 44021
Fax: (440)834-2058 Attn: Payroll

Direct Deposit Email Notification Form

Authorization to Start/Stop/Modify

Please complete this form if you would like to start, stop, or change Direct Deposit Email Notification and return to the payroll department. Signing up for Email Notification does replace the receipt of paper notification.

Employee Name: _____

Email Address for Direct Deposit Notification:

For Change of Email Address for Direct Deposit Notification:

Current Email Address: _____

New Email Address: _____

I hereby **AUTHORIZE** the Payroll Department of the Berkshire Local School District to send my Direct Deposit Notification via email at the stated email address. I understand that this will replace paper notification.

Signature

Date

I hereby request that my Email Direct Deposit Notification be **DISCONTINUED**.

Signature

Date