



# Los Alamos Public Schools

## Accounts Payable Only

### Direct Deposit Authorization/Change Form

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

[Can be personal or school email. Your Direct Deposit Receipt will be sent to this email address.]

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### 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.

Type of Account (check one):    Checking     Savings

Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby authorize Los Alamos Public Schools to initiate credit entries and initiate, if necessary, debit entries and adjustments for any credit errors to my account(s) indicated above, and the bank(s) named above to credit and/or debit to 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 [m.salazar@laschools.net](mailto:m.salazar@laschools.net), Maria Elena Salazar, LAPS Business Office.

Verified by: \_\_\_\_\_

Entry Date: \_\_\_\_\_