

**WESTLAKE BOARD OF EDUCATION**  
**EMAIL DEPOSIT STUB AUTHORIZATION**  
**PAYROLL DIRECT DEPOSIT**

**Go Green!**

Westlake employees now have the option to receive their payroll information via email! Selecting this option will help protect the environment and will eliminate any delays in courier or US mail delivery. An email notification will typically be received by 8 am on payday.

Please be advised employees selecting this option will receive their paystub via District email, and **optionally**, to a second email of their choice. Please provide your wlake.org email account information below.

Complete the information below and return this form to Robin Murray, Payroll Manager, in the Treasurer's Office. Please print legibly.

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

Westlake City Schools Email: \_\_\_\_\_ @ wlake.org.

Additional Email: \_\_\_\_\_ @ \_\_\_\_\_  
(If desired)

This authorization will remain in effect until I provide written notice of its termination.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

FOR PAYROLL USE ONLY

Processed by \_\_\_\_\_

For payroll date \_\_\_\_\_