

WESTLAKE BOARD OF EDUCATION PAYROLL DIRECT DEPOSIT

I hereby authorize the Westlake Board of Education to credit my pay to my:

PRIMARY:

Checking Savings Account No. _____

Bank Name _____

Bank Routing No.

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(Please call your bank to verify this number and attach a deposit ticket)

SECONDARY: Must be fixed dollar amount \$_____

Checking Savings Account No. _____

Bank Name _____

Bank Routing No.

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(Please call your bank to verify this number and attach a deposit ticket)

This authorization will remain in effect until I provide written notice of its termination. In the unlikely event a payroll adjustment is needed, I hereby authorize the Westlake Schools Treasurer to access my account to reverse or adjust any deposits made by the Westlake Board of Education to the above stated account.

Please deliver my notices via email instead of paper copy

Email address: _____

Signature

Social Security Number

Note: Several banks offer discounted services if you have your pay directly deposited. You may contact your branch office for information.

FOR PAYROLL USE ONLY

Processed by _____

For payroll date _____