

Authorization for Direct Deposit of Employees Pay and Reimbursements to a SAVINGS Account Washington Central Unified Union School District

This free service offers convenience and reliability. Washington Central Unified Union School District will deposit your net paycheck and reimbursements directly to your savings account at any bank or credit union that accepts ACH transactions in the United States.

For further information, please contact Virginia Breer, Payroll Accountant at the Washington Central Unified Union School District. Her phone number is 229-0553 ext 1305.

Please return this form, along with verification from your bank for account number and bank routing number

Washington Central Unified Union School District
Attn: Payroll
1130 Gallison Hill Road
Montpelier, VT 05602

**ATTACH
BANK
DOCUMENT
WITH
ACCOUNT
INFORMAITON**

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT TO A SAVINGS ACCOUNT

Employee Name (PRINT) _____

I hereby authorize the Washington Central Unified Union School District to initiate a credit/debit entry to my SAVINGS account indicated below and the depository named below, hereinafter called Depository, to credit/debit same to such account.

Name of Bank or Credit Union _____
City _____, State _____, Zip Code _____
ABA Number _____, Account Number _____

*Usually the ABA Number is the first nine digits on the bottom of your check. You may call your bank or financial institution to verify.

This authority is to remain in full force and effect until Washington Central Unified Union School District has received written notification from me of its termination in such time and in such manner as to afford the Washington Central Unified Union School District a reasonable opportunity to act on it. I understand that failure to notify the WCUUSD Payroll Accountant within 10 working days of any account changes may result in delays to my direct deposit.

Signed _____ Date _____

OFFICE USE ONLY:

ENTERED IN PR: DATE _____ ENTERED BY: _____ VERIFIED IN PR BY _____

FIRST LIVE CHECK DATE _____

ENTERED IN AP: DATE _____ ENTERED BY: _____ VERIFIED IN AP BY _____