

Active Employee Direct Deposit Authorization Form Only

Section 1: Status and Identification Information

Name (Print): _____ Phone (____) _____ - _____

Address: _____

City _____ State _____ Zip Code _____

Check this box if this is a new address.

Please note that this is **not** a change of address form.

Section 2: New or Additional Bank/Financial Institution Information

Please follow the instructions below for setting up a single direct deposit account or multiple direct deposit accounts: This direct deposit change request will apply to all payments issued to you by Payroll.

Setting up a SINGLE DIRECT DEPOSIT ACCOUNT

- If you wish to have your payments deposited into one account only, this is called your **Balance Account**. Please enter banking information below.
- **Include a voided check.**

Single Direct Deposit Details

<p>Balance</p> <p>Routing # _____ Acct # _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p>

Setting up MULTIPLE DIRECT DEPOSIT ACCOUNTS

- All multiple direct deposit accounts must be assigned a Priority (1, 2, etc.)
 - The Priority is used to set the order in which your net pay funds will be allocated. For example, Priority 1 means that account will have funds disbursed into it first.
 - After your Priority deposits are made, the remaining funds will be deposited into your Balance Account. Your Balance Account defaults to last Priority, because it always receives funds last. **YOU MUST SELECT AN ACCOUNT TO BE YOUR BALANCE ACCOUNT.**
- Complete the Direct Deposit Details section on next page and include the dollar amount to deposit in each Priority account. Please note that you do not list a deposit amount for the Balance Account, because it will receive the remaining balance of funds after all other deposits are made.
- **Include a voided check for all direct deposit checking accounts.**

(Continued - signature required on back of form)

Multiple Direct Deposit Details

This data will replace all prior Direct Deposit Information provided. Please list all accounts and amounts.

Priority: 1 Routing # _____ Acct # _____ Checking Savings Amount: _____

Priority: 2 Routing # _____ Acct # _____ Checking Savings Amount: _____

Balance

Routing # _____ Account # _____ Checking Savings

If you have additional "Priority" accounts to set up, please write the information on a separate sheet of paper and send it with this form.

Section 3: Cancel Direct Deposit

Check the box to the left to cancel ALL direct deposits. Please note that canceling your direct deposits will result in your check being mailed to the address we have on file for you.

Section 4: To Elect Electronic Delivery of Your Pay Summary

To align with the District's Green initiatives and reduce costs, the District recommends all employees accept electronic delivery of their Pay Summary. You can view and online. Check this box if you elect to receive an Electronic Pay Summary.

Section 5: Verification and Authorization (Required)

I authorize the financial institution to make any correcting entries.

Name (PRINT) _____

Signature: _____

Date: _____

The active employee must sign this form. If someone other than the active employee signs this form, legal documentation, such as Power of Attorney, must accompany this request.

Send form and voided check(s) to:

River Valley School District

Business Office

102 School Lane

Blairsville, PA 15717

or

email to Gizzi.c@rvsdpa.org

If you have any further questions, please call the Business Office at 724-459-5500