



PAYROLL DIRECT DEPOSIT AGREEMENT

In order for you to participate in Direct Deposit, you must sign this authorization agreement, attach a voided check and return to the Payroll Department. **ALL INFORMATION MUST BE PROVIDED FOR PROCESSING.** Deadline for Monthly employees is the 5th of the month. Deadline for Semi-Monthly employees is 5 days prior to payday.

Instructions for setting up a direct deposit:

1. Attach a voided check, copy of a check or Bank issued document with account information.
2. Indicate whether it is a Checking or Savings account (No Deposit Slips)
3. Complete and Sign this form
4. Return form to the Payroll Department – In Person ONLY
5. State Issued ID or School District ID for Identification purposes will need to be presented.

***Maximum Two (2) Accounts only**

C-FB ISD does not print paystubs. You may print a copy of your paystub from the Employee Self-Serve via cfbportal.org

I hereby authorize Carrollton-Farmers Branch ISD to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account (s).

Employee Name _____

TEAMS ID Number _____ or SSN _____

Signature _____ Date _____

Primary Account:	Checking _____	Savings _____
Bank Name:	_____	
Routing Number:	_____	
Account Number:	_____	

Secondary Account:	Checking _____	Savings _____	Amount \$ _____	Per Check
			Change Amount From \$ _____	to \$ _____ Per Check
Bank Name:	_____			
Routing Number:	_____			
Account Number:	_____			

C-FB ISD PAYROLL DEPARTMENT USE ONLY	
Entered: _____	Initials: _____