

MONONA GROVE SCHOOL DISTRICT

Direct Deposit Form

WE DO NOT ACCEPT FORMS VIA EMAIL.

Print Name: _____

Last Name

First Name

MI

**TO UPDATE YOUR INFORMATION:
LOGIN TO FRONTLINE CENTRAL > FORMS > FORMS I CAN**

Bank #1 Cancel Account Change Amount New Account

Percent Amount Amount/Percent: _____

Checking Savings Account Number: _____

Bank Name and Routing Number: _____

Bank #2 Cancel Account Change Amount New Account

Percent Amount Amount/Percent: _____

Checking Savings Account Number: _____

Bank Name and Routing Number: _____

Bank #3 Cancel Account Change Amount New Account

Percent Amount Amount/Percent: _____

Checking Savings Account Number: _____

Bank Name and Routing Number: _____

I authorize you and the financial institution listed about to initiate or change my electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to the accounts listed above each payday. This authority will remain in effect until I have cancelled it in writing.

Signature: _____

Date: _____

- Deposit Type: Indicate which you are using.
- Amount/Percent: Specific dollar amount maybe designated, with Bank #1 being classified has the default bank. The percentage portion of the deposit must equal 100% between all banks.
- Amount Type: Indicate if you are depositing to a Checking or Savings Account.
- Routing Number: This is a 9-digit number. Each financial institution will have its own routing number. It will be necessary for you to contact your financial institution(s) to very this number. For checking accounts, this number is found on the bottom left of your check.
- Account Number: This number must be entered as it pertains to your individual account at each financial institution. To ensure accuracy, we encourage you to contact your financial institution to verify this number.
- All information on this form must be complete and correct in order for your Direct Deposit request to be processed.
- It is your responsibility to notify Payroll if your account status changes.
- You will continue to receive "real" checks until the direct deposit process has been completed. This generally takes one payroll before your direct deposit starts.
- Please contact payroll@mgschools.net with any questions or concerns.