

MOON AREA SCHOOL DISTRICT AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

By completing this direct deposit enrollment form, you are indicating your intent to participate in our direct deposit program.

- Please attach a **voided check or financial document** to identify your financial institution and account number that you would like your funds directed to.
- To prevent any delays in processing your direct deposit, please notify the payroll office immediately if you have changed banks or account numbers.
- You can take advantage of depositing your net pay in up to three (3) different bank accounts by indicating a flat dollar amount in a second and/or third account. The remaining net will be deposited into the main bank account.

EMPLOYEE INFORMATION

PRINT NAME: _____ DATE: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

BANKING INFORMATION

CHECKING OR SAVINGS BANK NAME: _____

ROUTING #: _____ ACCOUNT #: _____

Y or N A voided check or financial document is attached

*** SECOND BANK INFO (IF APPLICABLE) ***

CHECKING OR SAVINGS BANK NAME: _____

ROUTING #: _____ ACCOUNT #: _____

DOLLAR AMOUNT TO BE DEPOSITED INTO SECOND ACCOUNT: \$ _____

Y or N A voided check or financial document is attached

*** THIRD BANK INFO (IF APPLICABLE) ***

CHECKING OR SAVINGS BANK NAME: _____

ROUTING #: _____ ACCOUNT #: _____

DOLLAR AMOUNT TO BE DEPOSITED INTO THIRD ACCOUNT: \$ _____

Y or N A voided check or financial document is attached