



Authorization for Automatic Deposits

For Payroll Use Only:
Pre-Note
Live/Processed

Employees have the option of selecting up to 3 accounts to have their paycheck deposited into. Please be sure to indicate the dollar amount, not the percentage, of your check that you want deposited into each account.

I hereby authorize Kyrene School District to initiate credit entries and if necessary, adjustment entries to the accounts indicated below. I further authorize the Financial Institution named below to accept such entries and to credit the amount thereof to such account.

***Attach a voided check for checking account(s). For a savings account a valid routing and account number is needed. This information can be obtained from your bank. (Routing numbers cannot begin with a 5).

Check One:
Initiate Direct Deposit
Revise Direct Deposit
Cancel Direct Deposit

Financial Institution Name:
Address: City: State: Zip:
Branch:
Account #: Routing #
Checking or Savings: Net Pay to be deposited:

Financial Institution Name:
Address: City: State: Zip:
Branch:
Account #: Routing #
Checking or Savings: Dollar amount to be deposited:

Financial Institution Name:
Address: City: State: Zip:
Branch:
Account #: Routing #
Checking or Savings: Dollar amount to be deposited:

This authority is to remain in full force and effect until Kyrene School District and the Financial Institution has received written notification from me of its termination in such time and manner as to afford Kyrene School District and the Financial Institution a reasonable opportunity to act upon it.

Name: ID#
Signature: Date:

For questions regarding Direct Deposit, please call the Business Services Office at 480-541-1356

Please return this completed form to Payroll at Mail Stop #1A