

# LIVONIA PUBLIC SCHOOLS

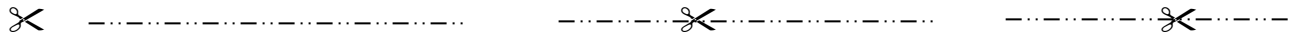
## Direct Deposit Payroll Form

Livonia Public Schools is a direct deposit district. All payroll checks will be deposited to a financial institution (i.e., bank, credit union) as allowed by the National Automated Clearing House Association regulations.

All employees **must** completely fill out the form below and return this form along with a **voided check** or a **direct deposit authorization** form from their financial institution.

Employees have the option of adding a second financial institution.

Contact the Payroll Department at 734-744-2505 with any questions.



New employee

Current employee changing financial institution

<b>Name of Financial Institution</b>	<b>Financial Institution Routing &amp; Transit No.</b>	<b>Your Account No.</b>	<b>Type of Account:</b>
			Checking <input type="checkbox"/> Savings <input type="checkbox"/>
<b>Employee Name:</b>			<b>Employee ID Number:</b>
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>
X			
<b>Employee Signature</b>			<b>Date</b>

Adding a second financial institution

Amount to be deposited to second financial institution \$ \_\_\_\_\_

<b>Name of Financial Institution</b>	<b>Financial Institution Routing &amp; Transit No.</b>	<b>Your Account No.</b>	<b>Type of Account:</b>
			Checking <input type="checkbox"/> Savings <input type="checkbox"/>
<b>Employee Name:</b>			<b>Employee ID Number:</b>
<b>Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>
X			
<b>Employee Signature</b>			<b>Date</b>