

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

****Please read and follow instructions****

Use this form to add, change, or cancel a direct deposit of your payroll check. Each account requires a separate form and all changes must be in writing. A partial deposit requires a flat dollar amount be specified. A full direct deposit requires net pay to be deposited into one account. (If a partial deposit of a flat \$ amount is specified, the balance will go into another account. No check can be issued.)

To set up direct deposit you must:

- Find out if the institution accepts direct deposit. Verify the transit number and your account number.
- Notify the financial institution that you are setting up direct deposit through payroll. Determine if there are special requirements.

*****Note: Most financial institutions are set up to receive Direct Deposits. Some brokerage firms however, are not. It is the employee's responsibility to make sure the financial institution will accept it.

Please check the appropriate box:

New Account Cancel Account Change of Information

Bank Name: _____

Routing # _____ Account # _____

Please check the appropriate Account type:

Checking Account Savings Account
 Full deposit Full deposit
 Partial deposit \$_____ Partial deposit \$_____

I hereby authorize Genesee Joint School District No. 282 to initiate deposits to my account(s) as indicated above and the depository named above to credit the same to such account.

Employee Name: _____

Employee Signature: _____ Date: _____