



IONIA PUBLIC SCHOOLS

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

All account and routing numbers must be verified by your financial institution.

Employee Name: _____
(Please Print)

Depository Name: _____
(Name of Bank or Credit Union)

Routing Number of Depository: _____
(*9 digit number on the bottom left corner of the check)

Checking: Account Number: _____

Deposit Entire Amount of Check Deposit Amount of \$ _____

Savings: Account Number _____

Deposit Entire Amount of Check Deposit Amount of \$ _____

Due to pre-notification requirements, direct deposit may take at least TWO payroll to become effective.

If this is a change of bank or account...

_____ Continue to direct deposit into the old account until the new account is pre-noted

_____ Cancel the old account immediately _____ Cancel Current Deduction

Employee Signature: _____

Payroll Use Only:

Employee ID #: _____ Pre-note: _____ Effective: _____ 03/04/21

Change Request Verified: _____