



GRAND BLANC COMMUNITY SCHOOLS  
DIRECT DEPOSIT  
ENROLLMENT AND CHANGE FORM

Please complete entire form and return the document, **in person**, to the business office. You will be required to produce a picture ID to confirm your identity. This is for your protection. Please be aware that it will take up to 2 pay dates for these changes to go into effect.

- ENROLL me in direct deposit                       CHANGE my direct deposit

Employee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Financial Institution #1:     Checking                       Savings  
Bank Name: \_\_\_\_\_  
Routing Number: \_\_\_\_\_ Amount to Deposit \_\_\_\_\_  
Account Number: \_\_\_\_\_

Financial Institution #2:     Checking                       Savings  
Bank Name: \_\_\_\_\_  
Routing Number: \_\_\_\_\_ Amount to Deposit \_\_\_\_\_  
Account Number: \_\_\_\_\_

I authorize Grand Blanc Community Schools Payroll Department and the financial institutions listed to deposit my pay automatically into my account (s). If ever an incorrect payment should be entered into my account, I authorize Grand Blanc Community Schools to make the appropriate adjustment.

I agree that deposit adjustments of less than \$50 will occur in the following payroll cycle, unless the adjustment results from failure to issue a paycheck when I worked. In that case, a paycheck will be issued to me instead of a direct deposit transfer, on the payday when payment is due to me. If the adjustment is \$50 or more, a paycheck will be issued to me or an adjustment in my deposit will be made by the payday when the payment is due to me. This authorization will remain in effect until I cancel it in writing or until Grand Blanc Community Schools notifies me that this service has been terminated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ ID Verified: \_\_\_\_\_