

Leslie County Schools



Employee Direct Deposit Authorization

Instructions

Employee: Fill out and return to your employer. Be sure to sign the form requesting automatic deposit of paychecks. Attach a voided check for each account to help verify their account numbers and bank routing numbers.

Employer: Save for your files.

Account 1

☐ Checking ☐ Savings

Bank name: _____

Bank routing number (ABA number): _____

Account number: _____

Percentage or dollar amount to be deposited to this account: _____

Account 2 (remainder to be deposited to this account)

☐ Checking ☐ Savings

Bank name: _____

Bank routing number (ABA number): _____

Account number: _____

Percentage or dollar amount to be deposited to this account: _____

Attach a voided check for each account here

Authorization This authorizes Leslie County Board of Education to send credit entries, electronically or by any other commercially accepted method, to my (our) account(s) indicated above and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Leslie County Board of Education receives a written termination notice from myself and has a reasonable opportunity to act on it.

Authorized signature: _____ Employee ID #: _____

Print name: _____ Date: _____