



**MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 75**

50 Republic Avenue, Topsham, ME 04086

**DIRECT DEPOSIT AUTHORIZATION FORM**

Employees must complete this *Authorization for Pre-Authorized Credits* to have their paychecks deposited directly into their bank account(s).

Direct deposits are made to the accounts each payday, generally on Friday, unless otherwise noted. On rare occasions, funds may not be available until the following day, Saturday. If this happens, you should contact your bank(s).

**AUTHORIZATION AGREEMENT FOR PRE-AUTHORIZED CREDITS**

I hereby authorize and request Maine School Administrative District No. 75, hereinafter referred to as M.S.A.D. No. 75, to make payment amounts owing to me by initiating credit entries to my account(s) indicated below, at the bank named below hereinafter referred to as The Bank, and I authorize and request The Bank to accept any credit entries initiated by M.S.A.D. No. 75 to such account(s) without responsibility for the correctness thereof, in the event of an overpayment or payment in error, I hereby authorize M.S.A.D. No. 75 to initiate a debit entry to my account(s) for each overpayment or payment in error.

	BANK NAME	BANK ROUTING NUMBER	ACCOUNT NUMBER	(Check One)		FULL AMOUNT (Check)	OTHER AMOUNT (Enter Amt)
				CHECKING	SAVINGS		
1							
2							
3							
4							

It is understood that this agreement may be terminated by me at any time by written notification to M.S.A.D. No. 75 or The Bank. Any such notification to M.S.A.D. No. 75 shall be effective only with respect to entities credited by my account by The Bank after receipt of such notification.

**Employee Name: (please print)**

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**Signature:**

**Date:**

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**A VOIDED CHECK OR BANK-ISSUED ACCOUNT VERIFICATION FORM MUST BE ATTACHED FOR ROUTING AND ACCOUNT NUMBER VERIFICATION**