

**LAKEVIEW SCHOOL DISTRICT
AUTHORIZATION AGREEMENT FOR
DIRECT DEPOSIT**

Use this form to add, change, or cancel a direct deposit. This will allow you to put money into two separate accounts if you choose. You may elect to put a flat amount into a savings account, and then put your net amount into a checking account or vice versa. Each account requires a separate form.

A partial direct deposit requires a flat dollar amount to be deducted. A full direct deposit requires that net pay be deposited entirely into one account.

To set up a direct deposit

- Have the account currently set up at your bank.
- Assure that your bank accepts direct deposits. Verify that bank's transit number and your account number.
- Notify your bank that you are setting up direct deposit through payroll. Determine if the bank has special requirements.
- Please include a voided check for any checking accounts.

Please check one: _____ New Direct Deposit
 _____ Change Direct Deposit Amount to Existing
 _____ Direct Deposit
 _____ Cancel Direct Deposit

Bank Name: _____

Bank Transit/ABA #: _____

Please Check One: _____ Full Deposit of Net Pay
 _____ Partial Deposit
 _____ Enter Deposit Amount \$ _____

Account Type: _____ Savings
 _____ Checking

Account Number: _____

Authorization Given by:
Employee Name: _____

Please Print

Employee Signature: _____

Date: _____ Employee Soc.Sec.#: _____