

**ST. MARY PARISH SCHOOL BOARD**

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

I do hereby authorize St. Mary Parish School Board, hereinafter called **EMPLOYER** to initiate credit entries, and, if necessary, to initiate debit entries and adjustments for any credit entries made in error by EMPLOYER, to my checking or savings account indicated below at the financial institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same such account.

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

Type of Account:  Checking Account  Savings Account

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

(Both numbers can be found on the bottom of a personal check.)

This authorization is to remain in full force and effect until **EMPLOYER** has received written notification from me of its termination in such time and in such manner as to afford **EMPLOYER** and **DEPOSITORY** a reasonable opportunity to act on it.

**Attach a personal VOIDED check or letter of Direct Deposit from the bank to this form. Direct Deposit will NOT be complete without the requested document attachment.**

**New Full Time 9-Month Hires Only: Select your first year pay option below by initialing your selection. (If hired in July-August). \*\*Not valid for substitutes**

**Please initial by your selection.**

\_\_\_\_\_ I would like to receive **13 checks**. My salary will be divided over 13 months for the first year. (August, September, October, November, December, January, February, March, April, May, June, July, August). By selecting this option, I realize that my monthly check will be reduced to allow me to have 13 checks with the first check paid at the end of August.

\_\_\_\_\_ I would like to receive **12 checks**. My salary will be divided over 12 months for the first year. (September, October, November, December, January, February, March, April, May, June, July, August). By selecting this option, I understand that I will NOT receive a check at the end of August.