

**ELECTRONIC DIRECT DEPOSIT  
REQUEST/CHANGE**

Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

I wish to start direct deposit of my payroll check.

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

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

TYPE OF ACCOUNT: (check one)  Checking  Savings

For Checking Account attach a VOIDED check

For Savings Account attach a deposit slip.

Attach copy of Voided Check  
Or  
Deposit Slip  
Here

Complete the following for a Direct Deposit to a Savings Account:

Bank ABA # \_\_\_\_\_ (first set of numbers on check or contact financial institution).

If the savings account number does not appear on the deposit slip, please write the number here \_\_\_\_\_  
(please double check for accuracy)

**RETURN THIS FORM TO THE BUSINESS OFFICE – PAYROLL ACCOUNTANT**

Brighton Area Schools employees are also eligible for fixed deductions into two local credit unions: L.O.C. Federal Credit Union, and Michigan Educational Credit Union.