

LOS LUNAS SCHOOLS  
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Deposit amounts are for each payday.

**CHANGE TO EXISTING ACCOUNTS**

NAME OF BANK OR CREDIT UNION: \_\_\_\_\_

CHECKING / SAVINGS  
(CIRCLE ONE)

DISCONTINUE \_\_\_\_\_

CHANGE \_\_\_\_\_

FOR CHANGE ONLY:

DESCRIBE THE CHANGE: \_\_\_\_\_

**ADD NEW ACCOUNT(S)**

**YOU MUST ATTACH A CURRENT VOIDED CHECK OR PAPERWORK FROM YOUR BANK  
\*\*\*\*\* (DEPOSIT SLIPS NOT ACCEPTABLE) \*\*\*\*\***

CHECKING / SAVINGS \$ \_\_\_\_\_ Entire - Remaining Check  
(Circle one) (Circle One)

NAME OF BANK OR CREDIT UNION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ROUTING #: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

CHECKING / SAVINGS \$ \_\_\_\_\_ Entire - Remaining Check  
(Circle one) (Circle One)

NAME OF BANK OR CREDIT UNION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ROUTING #: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

**\*\*\*MUST COMPLETE THIS SECTION\*\*\***

EMPLOYEES NAME: \_\_\_\_\_ EMPLOYEE ID#: \_\_\_\_\_  
(Please Print)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I hereby authorize LOS LUNAS SCHOOLS hereinafter called COMPANY to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated above and the depository named above, hereinafter called DEPOSITORY, to credit and/or debit the same to such account. I am a signer on the account indicated below.

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it OR upon me leaving the school district.

**Note:** All written credit authorizations should provide that the receiver may revoke authorization only by notifying the originator in the manner specified in the authorization. Changes made to customers account number/routing number will require pre-notification.

ATTACHED  
VOIDED  
CHECK  
HERE