

WILLIAMSTON COMMUNITY SCHOOLS

Electronic Funds Transfer (Direct Deposit) Application

* All account changes will result in the following pay to be issued as a paper check mailed using address on file

Application Type	New <input type="checkbox"/>	Change <input type="checkbox"/>	Cancel <input type="checkbox"/>
------------------	------------------------------	---------------------------------	---------------------------------

Applicant Information (Please type or print all information)

Social Security No. XXX-XX-	Telephone Number	Employee Number
Employee Name (Last, First, Middle)		
e-mail address: (your direct deposit advice will be sent to this e-mail address)		

Account Information (Call your financial institution regarding questions in this section)

Name of Financial Institution:			
Routing Number	Account Number	Amount*	Savings: <input type="checkbox"/> Checking: <input type="checkbox"/>

Name of Financial Institution:			
Routing Number	Account Number	Amount*	Savings: <input type="checkbox"/> Checking: <input type="checkbox"/>

Name of Financial Institution:			
Routing Number	Account Number	Amount*	Savings: <input type="checkbox"/> Checking: <input type="checkbox"/>

* enter the dollar amount you wish to have deposited or enter 'net' for balance of check.

You must attach a voided check for each account listed above.

(If a voided check is not available, contact your financial institution for routing and account numbers)

I authorize Williamston School District to deposit my pay by electronic transfer into the designated financial institution(s) and account(s). I understand this authorization remains in effect until canceled by: (a) me; (b) my death or legal incapacity; (c) the financial institution; or (d) by Williamston School District.

I authorize Williamston Schools to recover money electronically deposited in my account in error, either by adjusting the account or withholding any future payments. Should I change my checking or savings account, I will complete a new direct deposit application listing the new account information. I realize that if I fail to notify the payroll department of an account change, returned items will be reissued as a paper reimbursement check within 10 business days after the item is returned.

I agree to comply with the State of Michigan rules about electronic transfers. Michigan law governs electronic fund transactions in all respects except as otherwise superseded by federal law.

Signature	Date
-----------	------

Direct Deposit Instructions

We offer electronic direct deposit of your net pay to all financial institutions that participate in the Federal ACH System. Please fill out the form on the reverse side of these instructions, attach a deposit slip or voided check (if you have one for the account), and return it to the Payroll Dept.

Forms are processed according to the time lines below:

Form due date: Two pay dates prior to beginning direct deposit.

Pre-note: On the first pay following receipt of form, direct deposit is pre-noted. This is a test transaction, required by the bank, to verify the accuracy of the information. No amounts are transferred in this process. If you have earnings on this pay you will receive a check in the mail.

Actual direct deposit: Amount is transferred to the specified account two pay dates after your form is received in the Payroll Dept.