

DIRECT DEPOSIT SIGN-UP FORM

Effective August 1, 2004, school districts have the authority to pay all employees using direct deposit. This law can be found in Chapter 292 of the 2004 Legislative Summary. Albert Lea Area School District has mandated that all salaries will be paid by direct deposit. **This form must be accompanied by a voided check or a bank statement showing the routing and account numbers.**

<p>I AUTHORIZE YOU AND THE FINANCIAL INSTITUTION NAMED BELOW TO AUTOMATICALLY DEPOSIT THE DESIGNATED AMOUNT TO MY ACCOUNT (THIS INCLUDES MY AUTHORIZATION TO YOU TO REVERSE ANY ENTRIES MADE IN ERROR.</p>	
<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>

SECTION 1 - EMPLOYEE INFORMATION

<p>_____</p> <p>EMPLOYEE NUMBER</p>	<p>_____</p> <p>NAME</p>
<p>_____</p> <p>BUILDING</p>	<p>_____</p> <p>ADDRESS</p>
	<p>_____</p> <p>CITY STATE ZIP</p>

SECTION 2 - FINANCIAL INFORMATION

<p>_____</p> <p>Checking Account No. (Attach voided check)</p>	<p>_____</p> <p>Savings Account No. (Attach deposit slip)</p>
<p>_____</p> <p>Routing Number</p>	<p>_____</p> <p>Routing Number</p>
<p>_____</p> <p>Financial Institution</p>	<p>_____</p> <p>Financial Institution</p>

SECTION 3 - ADDITIONAL ACCOUNTS (OPTIONAL)

<p>_____</p> <p>Financial Institution</p>	<p>_____</p> <p>Routing Number</p>	<p>_____</p> <p>Account Number</p>	<p><input type="checkbox"/> Checking <input type="checkbox"/> Savings \$ _____</p> <p style="text-align: right;">Amount/Check</p>
<p>_____</p> <p>Financial Institution</p>	<p>_____</p> <p>Routing Number</p>	<p>_____</p> <p>Account Number</p>	<p><input type="checkbox"/> Checking <input type="checkbox"/> Savings \$ _____</p> <p style="text-align: right;">Amount/Check</p>
<p>_____</p> <p>Financial Institution</p>	<p>_____</p> <p>Routing Number</p>	<p>_____</p> <p>Account Number</p>	<p><input type="checkbox"/> Checking <input type="checkbox"/> Savings \$ _____</p> <p style="text-align: right;">Amount/Check</p>