

# Tomball ISD Direct Deposit Authorization Form

Name: (Last, First): \_\_\_\_\_

Campus/Department: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Step 1 - Select One:		
New Direct Deposit	Change Account/Bank	Change/Add Secondary Account

Step 2 – Choose Account:		
<p><b>Primary Account</b> (This is where your entire paycheck or the balance after a secondary account is deposited)</p> <p>Checking                      Savings</p>	<p><b>Secondary Account</b> (Optional)</p> <p>Please designate amount of pay to be deposited per pay period: \$ _____</p>	<p>Savings Checking</p>
<p>Routing No.: _____</p> <p>Account No.: _____</p>	<p>Routing No.: _____</p> <p>Account No.: _____</p>	

Step 3 – Attach a voided check:
<p><b>Please note: This form is not considered complete without a voided check or a form from your bank.</b></p>

**Please monitor your bank account and Employee Access Center for this change. It will take one pay period to update. As a result of this change, you will receive a paper check for the first pay period following the request. The first check for new employees will be a paper check.**

1. Employees are required to keep an active bank account on file for direct deposit while employed with Tomball ISD.
2. Multiple depositories are allowed. You may add up to two with this form.
3. Please contact your bank to verify you have the correct account and routing numbers prior to submitting a change request.
4. Changes must be submitted IN PERSON at least 7 business days before paydate.

**Please contact Human Talent with any questions regarding bank changes. Forms should be submitted in person to Human Talent.**

*I hereby authorize the Tomball Independent School District to initiate electronic credit entries to the checking or savings account(s). I understand that the first check issued after this request will be a paper check sent to my campus or my home address if I am not present on the paydate.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date entered: _____	Payroll Department Use Only	Initials: _____
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