



WESLACO

Independent School District

319 West Fourth Street / P.O. Box 266, Weslaco, Texas 78599-0266 (956) 969-6500

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

☐ BI-WEEKLY
☐ MONTHLY
☐ SUBS

To enroll in Direct Deposit – Please complete this form and return it to the payroll office. Please print (neatly) employee and banking information.

Mark one box with an "X":

☐ New

☐ Change

☐ Add

Campus/Department: _____

Employee Legal Name: _____

Employee ID # _____

Bank Name: _____	PRIMARY ACCOUNT
Routing Number: _____ Account Number _____	
Account Type: ☐ Checking ☐ Savings	

Bank Name: _____	SECONDARY
Routing Number: _____ Account Number _____	
Account Type: ☐ Checking ☐ Savings Amount: _____	

- For the purpose of direct deposit of payroll checks only, I hereby authorize Weslaco ISD and the depository institution(s) named above to initiate direct deposit (credit) entries and correction (debit) entries to the depository account(s) listed above.
- I certify that I have read, understood and hereby authorize my payment(s) to be electronically deposited with the institution(s) named in the designated account(s). This authorization will remain in effect until Weslaco ISD has received written notification from me that it is to be terminated in such a time and manner for Weslaco ISD to act on it.
- If any action or inaction taken by the payee results in non-acceptance of an ACH deposit by the designated financial institution, payee acknowledges that Weslaco ISD has not responsibility to issue another payment until the funds for the accepted deposit are returned to Weslaco ISD by the financial institution.
- Do not close your account until completion, delivery to, and acceptance of a CANCELLATION AGREEMENT FOR DIRECT DEPOSIT has been issued to the Payroll Dept.
- Weslaco ISD employee portal will provide you with an Earning Statement each pay day that will detail your gross pay, deductions, and net pay.

• Attach Void Check, Deposit Slip, or Bank Card reflecting routing and account numbers.

Employee Signature

Date

Payroll Use Only:	Bank Code: _____	Entry Date: _____	Effective Payroll: _____	Entered by: _____ Approved by: _____
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