

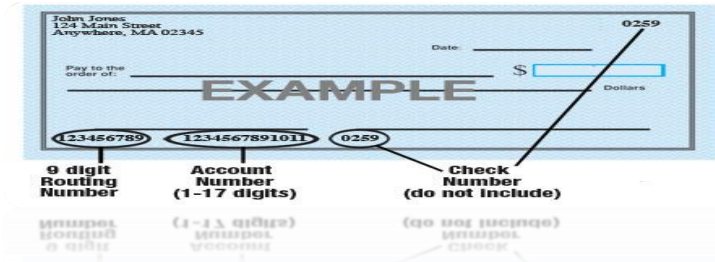


**Greater Lawrence Technical School  
FINANCE DEPARTMENT**

**PAYROLL DIRECT DEPOSIT AUTHORIZATION**

Please print and complete ALL the information below.

**Employee Name:** \_\_\_\_\_



**1) Name of Bank:** \_\_\_\_\_

**Account #:** \_\_\_\_\_ **Routing #:** \_\_\_\_\_

**Amount:**  \$ \_\_\_\_\_  \_\_\_\_\_% or  Entire Paycheck

**Type of Account:**  Checking  Savings (Check One)

**2) Name of Bank:** \_\_\_\_\_

**Account #:** \_\_\_\_\_ **Routing #:** \_\_\_\_\_

**Amount:**  \$ \_\_\_\_\_  \_\_\_\_\_% or  Entire Paycheck

**Type of Account:**  Checking  Savings (Check One)

**3) Name of Bank:** \_\_\_\_\_

**Account #:** \_\_\_\_\_ **Routing #:** \_\_\_\_\_

**Amount:**  \$ \_\_\_\_\_  \_\_\_\_\_% or  Entire Paycheck

**Type of Account:**  Checking  Savings (Check One)

*Attach a voided check or direct deposit authorization form from your financial entity for each bank account to which funds should be deposited (if necessary).*

GREATER LAWRENCE TECHNICAL SCHOOL is hereby authorized to directly deposit my pay to the account listed above. No more than three accounts may be designated. This authorization will remain in force until GLTS has received written authorization from me of its termination or change. Also, I hereby grant Greater Lawrence Technical School the right to correct any such electronic funds transfer resulting from an erroneous overpayment by debiting my account to the extent of such overpayment.

**Direct deposit accounts are prenoted and can take up two pay periods to become effective.**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_