



EAST OTERO SCHOOL DISTRICT R-1

301 Raton Ave.

LA JUNTA, CO 81050

(719) 384-6907 FAX (719) 384-6910

DIRECT DEPOSIT FORM

Employee Name: _____ SSN: _____

I hereby authorize the East Otero School District R-1 to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my:

Checking **Savings**

Account indicated below and the depository named below, to credit and/or debit the same to such account.

Depository Name : _____ Account: _____
(Bank Name)

City: _____ State: _____ Zip: _____

Please attach a VOIDED check here!
A VOIDED check is required!

Employee Signature: _____ Date: _____

NOTE: It takes one full month before direct deposit is started. Forms must be received in the payroll office by the 10th of the month for direct deposit to start the following month. **(ie. Direct Deposit received by March 10th - First check Direct Deposit will be in April)**

IMPORTANT: Your Direct Deposit Voucher is accessible only online as a paper voucher will not be issued. Instructions will be included with your first paycheck that will guide you through the process and will include your User ID and Password.