



Lake Dallas ISD  
104 Swisher Road  
Lake Dallas, TX 75065

### DIRECT DEPOSIT ENROLLMENT/AUTHORIZATION FORM

Check one box only: ☐ Activate Direct Deposit ☐ Change Bank Account ☐ Cancel Direct Deposit

Direct Deposit is an electronic transfer of funds into your designated checking or savings account. To activate Direct Deposit, please complete this form, and return it to the Payroll Department. It is the policy of Lake Dallas ISD to make your payroll funds available on the designated payroll dates. A voided check must be attached in order for this process to be completed.

If direct deposit information is received by noon of day following the designated cut date, direct deposit will begin with the payroll associated with the cut date. All direct deposit information received after the designated date will begin the following payroll.

*Example: Direct Deposit information is received by noon September 10<sup>th</sup>, direct deposit will begin with the September 25<sup>th</sup> payroll. Direct Deposit information is received September 12<sup>th</sup>; direct deposit will begin with the October 25<sup>th</sup> payroll.*

Your Social Security Number:

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|  |  |  |  | - |  |  | - |  |  |  |  |
|--|--|--|--|---|--|--|---|--|--|--|--|

Name: \_\_\_\_\_

Cell Phone (    ) - \_\_\_\_\_

First

M.I.

Last

Account Number: \_\_\_\_\_ Check only one box: ☐ Checking ☐ Savings

Routing Number: 

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Bank Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

LAKE DALLAS ISD PAYROLL DEPARTMENT DOES NOT PRINT ADVICE OF DEPOSITS. PLEASE USE THE EMPLOYEE ACCESS SYSTEM FOR CHECK INFORMATION AS WELL AS CHECK COPIES.

