Wachusett Regional School District

Holden - Paxton - Princeton - Rutland - Sterling

AUTHORIZATION FOR DIRECT DEPOSIT

PLEASE NOTE: This form must be submitted to the Payroll Department IN PERSON

Employee Name	
School	**Check one:** ☐ Initial Setup ☐ Change to Existing
Signature (required)	**Date**

I authorize Wachusett Regional School District to deposit my pay into my account(s) identified as and held at the financial institution(s) named below, and I certify that such account(s) exist. This authorization will remain in effect until I give written notification to Wachusett Regional School District to either change or terminate this authorization. I understand that each and every paycheck will be direct deposited in the account(s) which I have authorized, in the amounts which I have authorized.

REQUIRED: Voided check or direct deposit documentation from the financial institution(s) listed below

NET PAY (100% of pay OR remaining balance after flat amounts)	
Bank Name	Routing #
	Account #
	Check one: ☐ Checking ☐ Savings

FLAT AMOUNT #1 (optional) please indicate amount:	$
Bank Name	Routing #
	Account #
	Check one: ☐ Checking ☐ Savings

FLAT AMOUNT #2 (optional) please indicate amount:	$
Bank Name	Routing #
	Account #
	Check one: ☐ Checking ☐ Savings

FLAT AMOUNT #3 (optional) please indicate amount:	$
Bank Name	Routing #
	Account #
	Check one: ☐ Checking ☐ Savings

Return this form and required documentation the WRSD Payroll Department - 1745 Main Street, Jefferson MA

Revised July 2024