

**Buckeye Local Schools**  
**Authorization Agreement for Automatic Deposit(s)**

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_



Go paperless!! Receive your DD notice by email – it's easy. Just provide an email address (2 allowed). No personal bank information or social security numbers appear on the notice.

EMAIL ADDRESS#1 \_\_\_\_\_

EMAIL #2 \_\_\_\_\_

I hereby authorize ***Buckeye Local School District*** to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the checking/savings account listed below and the depository named below, to credit and/or debit the same to such account.

**MAIN ACCOUNT**

Financial Institution \_\_\_\_\_ Branch/Address \_\_\_\_\_

Bank Transit No. \_\_\_\_\_ Account No. \_\_\_\_\_

*checking account* OR

*savings account*

**If you do not have a second account, proceed to signature section.**

**SUB ACCOUNT – Fixed Amount ONLY**

Financial Institution \_\_\_\_\_ Branch/Address \_\_\_\_\_

Bank Transit No. \_\_\_\_\_ Account No. \_\_\_\_\_

Deposit Amount: \$ \_\_\_\_\_ (fixed dollar amount)  checking OR  savings

This authority will remain in full force and effect until my employer has received written notification from me of its termination fourteen (14) days before the date of the next scheduled deposit.

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

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

**PAYROLL DEPOSITS WILL BE DELAYED IF CHANGES IN EITHER ACCOUNT OCCURS AND THE TREASURER'S OFFICE HAS NOT BEEN PROPERLY NOTIFIED.**

***One of the following is needed for verification purposes for each account and must be attached to this form. WE CANNOT PROCESS THIS REQUEST WITHOUT THE FOLLOWING:***

***Checking account: a voided check, or readable copy of check or bank verification form. NO DEPOSIT SLIPS***  
***Savings account: a personalized deposit slip or copy of statement that shows account number or bank verification form***

# BUCKEYE LOCAL SCHOOL DISTRICT

## *DIRECT DEPOSIT FORM*

Our payroll system will allow two separate accounts for direct deposit. The accounts may be from the same financial institution or from different financial institutions.

The sub account **must be a fixed amount**. The remainder will automatically go to the main account.

Changes in the fixed account will be allowed only once per school year.

If either account is closed, and the money is returned to the district, replacement of the deposits will occur within three (3) business days *after* the money is returned to the school district's payroll account. It usually takes five (5) days for the money to be returned to the school's account.

***It is important to inform the Treasurer's office as soon as possible when any changes to your direct deposit account(s) occur.***

*Please complete the required information on the back of this form and return it to the Treasurer's Office.*