

## Authorization for Direct Deposit

I hereby authorize Michigan City Area Schools to directly deposit my payroll check(s) to the account indicated below and the financial institution named below. This authority is to remain in full force and effect until Michigan City Area Schools has received written notification of its termination in such a time to afford Michigan City Area Schools a reasonable time to act on it.

Employee Name (print): \_\_\_\_\_

Work Location: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

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

### Check One:

I am not currently participating in the Direct Deposit Program.

- Please deposit my pay to the account below.

I am currently participating in the Direct Deposit Program and would like to:

- Change financial institutions and/or account number. I have attached a voided check to show new information.
- Cancel my participation in the Direct Deposit Program.

*Due to the time required for Michigan City Area Schools and your bank processing, please allow up to two pay periods for processing.*

### IMPORTANT! CHECK TYPE OF ACCOUNT DEPOSIT WILL BE MADE TO:

- CHECKING (ATTACH A VOIDED CHECK OR COPY OF A CHECK HERE.)
- SAVINGS

ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_