

ONLY A HARD COPY OF THIS FORM IS ACCEPTED!!!!

AUTHORIZATION AGREEMENT
For
AUTOMATIC PAYROLL DIRECT DEPOSIT

I hereby authorize the LAKEWOOD BOARD OF EDUCATION, Federal ID#21-6000219, hereinafter called the BOARD, to initiate credit entries, and if necessary debit entries and adjustments for any credit posted in error to my account in the banking institution named below, hereinafter called the DEPOSITORY, and is also authorized to credit and/or debit same account specified.

DEPOSITORY (your banking institution)

NAME OF BANK: _____

ACCOUNT NUMBER: _____

ROUTING (ABA) NUMBER: _____

SELECT ONE: CHECKING _____ SAVINGS _____

AMOUNT OF CHECK TO BE DEPOSITED: \$ _____ OR % _____

APPLY TO REGULAR PAY _____ EXTRA PAY _____ BOTH _____

If you'd like to have your net paycheck deposited into multiple accounts, please be sure to complete a Direct Deposit Form for each account specifying the amount or percentage for each account.

To ensure that this information is entered into our payroll system completely and accurately, please attach a VOIDED CHECK or any pre-printed account documentation from the bank for verification and drop it off at the Payroll Office in person.

This written authorization for direct deposit is to remain in full force and effect until such time that the BOARD receives formal, written notification from you (the employee) to terminate this agreement and with your understanding that a reasonable amount of time is required by both the BOARD AND depository to act upon this request.

PLEASE PRINT NAME, LAST 4 DIGITS OF YOUR SS# AND PHONE NUMBER FOR THIS ACCOUNT

Employee Name

Last 4 digits of SS#

Employee Signature

Date