

LAKWOOD SCHOOL DISTRICT #306
AUTHORIZATION AGREEMENT FOR ELECTRONIC DIRECT DEPOSIT

Employee Legal Name (Print) _____

I hereby authorize the Lakewood School District to initiate electronic credit entries and to initiate, if necessary, debit entries and adjustments for any incorrect credit entries to the following accounts:

PRIMARY ACH Transaction

<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Cancel
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Bank Name	Account Type	Routing Number	Account Number	Net Dollar Amount
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other			NET (amount after all other deductions and secondary ACH transactions)

SECONDARY ACH Transaction

<input type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Cancel
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Bank Name	Account Type	Routing Number	Account Number	Dollar Amount
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other			
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other			

Direct Deposit forms will be processed as a “test run” (pre-note) first to verify routing and account numbers. AFTER your account is verified, your pay will be deposited electronically (this may be the current month or a future month). **Most likely, your first payday will be with an actual warrant (paycheck), and then a future payday will be by direct deposit.**

This authority is to remain in full force and effect until Lakewood School District has received an updated agreement in such timing as to afford Lakewood School District time to initiate it. I understand I must inform the Payroll Accountant if my designated direct deposit account is changed or closed prior to the change.

Employee Signature: _____ **Date:** _____

REQUIRED: One of the following must be attached to initiate Direct Deposit.

- **DIRECT DEPOSIT AUTHORIZATION LETTER FROM YOUR BANK**
- **VOIDED CHECK FOR ALL CHECKING ACCOUNTS**
- **DEPOSIT SLIP FOR ALL SAVINGS ACCOUNTS**

NOTIFY PAYROLL IMMEDIATELY OF ANY CHANGES TO YOUR ACCOUNT THAT WOULD AFFECT THIS PROCESS. A CHANGE COULD RESULT IN A DELAY IN RECEIVING YOUR PAY.