

Lebanon



SCHOOL DISTRICT

Human Resources Office

Seminary Hill School, 20 Seminary Hill

West Lebanon, NH 03784

Telephone: 603-790-8500 Fax: 603-790-8310

www.sau88.net

Amy Allen, Superintendent

Karen DuBois, District Director of Curriculum, Instruction & Assessment

Tim Ball, Business Administrator

Xavier Ramos, Human Resources Director

Employee Authorization for Electronic Payments

To Authorize the Supervisory Administrative Unit #88 to deposit your payments automatically into your bank account, please complete and sign this form.

Payments will be made automatically, in accord with the payment terms agreed upon that are contained in the Purchase Order and/or Invoices presented for payment.

An e-mail, confirming the deposit and detailing the invoice number(s) that were paid by this deposit will be sent to your school email address.

Employee Name

Name of Financial Institution

Name of Account at Financial Institution

Account Number

Routing and Transit Number ("ABA Number")

Contact Phone Number

Contact Email Address

By signing this form below, I authorize the Supervisory Administrative Unit #88 and the financial institution indicated above to deposit all payments due automatically, in accordance with agreed upon payment terms. This authority will remain in effect until I notify the Supervisory Administrative Unit #88 in writing of its cancellation.

Authorized Signature

Date