

Community High School District 94

Authorization Agreement for Direct Deposit (ACH Credits) Electronic Fund Transfer (EFT) Enrollment Form

Employee Name

XXX-XX-
Social Security Number

Address

City, State, Zip

*****PLEASE BE AWARE THAT YOUR FIRST CHECK WILL
BE A LIVE CHECK UNTIL WE VERIFY YOUR ROUTING
NUMBERS – THEN IT WILL BE DIRECT DEPOSIT*****

I hereby authorize and request the Payroll Office of Community High School District 94 to initiate credit entries for payroll payments to the account(s) indicated below, and the depository named below is authorized to credit such account. I agree to abide by the National Automated Clearing House Association (NACHA) rules with regard to these entries. Pursuant to the NACHA rules, the Payroll Office of Community High School District 94 may initiate a reversing entry or reversing file to recall a duplicate or erroneous entry or file which they previously initiated. I understand that, if a reversal action is required, District 94 will notify me of the error and the reason for the reversal.

Employee Signature

Date

- Note 1:** Employees must allocate, in dollars, their entire net check amount between one or more accounts.
Note 2: Any and all changes to direct deposit requests must be made in writing and submitted at least 15 days prior to pay date affected.
Note 3: If you change banks or close any accounts listed on here, you must notify Payroll immediately.
Note 4: Your first paycheck will be a live check so that Payroll can verify all routing information. Your second paycheck will be direct deposit.

BANK NAME	BANK ABA/ TRANSIT NUMBER	YOUR ACCT NUMBER	IS THIS CHECKING?	IS THIS SAVINGS?	\$ AMOUNT TO BE DEPOSITED
Your Primary Account:					

The image shows a check with the following details: The top right corner has the number 1025. The bottom left corner has the text "MEMO :". The bottom center has the text "101010011 : 055100511510 1025". Two red arrows point to the numbers 101010011 and 055100511510. Below the check, the text "(ABA\Transit Number)" and "(Account Number)" are written with red arrows pointing to the respective numbers on the check.

Estimated Start Date
For Direct Deposits

To be completed by PR Office