

Hitchcock Independent School District
Direct Deposit Authorization / Agreement

DO NOT forward your completed direct deposit form electronically.
Hand deliver, or send by interschool mail in a sealed envelope, marked confidential to the attention of payroll.

Employee Name _____

Employee Number _____

Requested effective date _____

Please **PRINT THIS FORM** in **PORTRAIT ORIENTATION**

SUBSTITUTES ONLY

Indicate a personal e-mail address, please print clearly:

Instructions:

Employees may deposit their check into as many checking and / or savings accounts as needed.

One account: Check box for All pay to indicate your directive for 100% of your pay to go to the specified account.

Two or more accounts: As an example: If you wish for \$25.00 per paycheck to go to a savings account and the remaining balance to go to your checking account; enter banking info for first account, check the "Amount" box, enter "\$25.00" in the amount column and check the "Savings" box. Enter second bank info, check "Remaining pay" box and check the "Checking" box.

Changing Direct Deposit: Choosing to change banking information will **VOID** all previous forms submitted.
All accounts you wish to deposit into must be listed on each form submitted.

☐ STOP DIRECT DEPOSIT IMMEDIATELY

Do **not list** account information below when stopping direct deposit.

Bank Name	Bank Routing Number	Your Personal Bank Account Number	Check one option for each bank account listed:	Type of Account
			☐ All pay	
			☐ Amount	☐ Checking ☐ Savings
			☐ Remaining pay	
			☐ All pay	
			☐ Amount	☐ Checking ☐ Savings
			☐ Remaining pay	
			☐ All pay	
			☐ Amount	☐ Checking ☐ Savings
			☐ Remaining pay	

All Employee's Wage Statements will be e-mailed to their District E-mail Account.

I authorize Hitchcock ISD, to electronically debit and or credit payroll related transactions into my bank account(s) as listed above. This authorization will remain in effect until I give written notice to cancel it. I further understand that my initial request for direct deposit may take up to thirty (30) days.

Employee Signature

Date

Direct deposit will not be initiated without either a voided check or a verification of account from your banking institution.

Rev: 02/01/2023