SANTA MARIA INDEPENDENT SCHOOL DISTRICT

11119 MILITARY HIGHWAY/PO BOX 448 • SANTA MARIA, TEXAS 78592 • PH: (956) 565-6308

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

EMPLOYEE INFORMATION		
Employee Name (Last, First, Middle)	**Employee ID Number**	**Effective Date**

REQUEST TYPE: ☐ Start Direct Deposit ☐ Change Direct Deposit ☐ Stop Direct Deposit

BANKING DOCUMENTATION — REQUIRED

Do not write your bank account or routing number on this form. Provide one of the following documents so Payroll can verify your banking information:

- A voided check (write “VOID” across the front; do not sign it); OR
- A bank-issued direct deposit form or other bank document showing the employee’s name, bank name, routing number, and account number.

ATTACH VOIDED CHECK OR BANK DOCUMENT HERE

If submitting electronically, attach a clear copy of the document to this form.

DIRECT DEPOSIT AUTHORIZATION

I authorize Santa Maria Independent School District to initiate direct deposit credit entries to the account identified in the attached banking documentation. If an error occurs, I authorize the District to initiate correcting entries to that account. This authorization remains in effect until I notify the District in writing to change or terminate it.

IMPORTANT: Employees must notify the Payroll Department at least two (2) weeks before closing or changing an account used for direct deposit. If the employee’s bank rejects an ACH deposit, a replacement check may need to be issued.

Employee Signature Date

Santa Maria ISD does not discriminate on the basis of race, color, national origin, sex, or disability.