

DIRECT DEPOSIT AGREEMENT

You may choose up to two financial institutions, one account at each financial institution.

For direct deposit into a checking account, **you must attach a voided check.**

For direct deposit into a savings account, **you must attach verification from your bank with routing number and account number** (deposit slips cannot be accepted)

Date: _____ Initiate _____ Additional _____ Change _____ Discontinue _____
New Bank Bank (total of 2) to pre-existing Bank on file
bank on file Bank name _____

Part 1: Employee Information

Name: _____ Signature: _____

Social Security #: _____ Bldg Location: _____ Bldg Phone #: _____

Part 2: Financial Institution(s) Information

Financial Institution #1:

Financial Institution #2:

Name: _____

Address: _____

Bank ABA #: _____

(The Bank ABA number can be found at the bottom left-hand corner of your check)

Part 3: Options Choose only **one** option, check and complete

Option 1: Direct deposit to only one financial institution

_____ 100% of your net paycheck **OR** \$ _____ amount per pay

Account #: _____ Checking ___ Savings ___

Option 2: Direct deposit to two financial institutions (enter information for both in Part 2 above)

Financial Institution #1:

\$ _____ amount per pay Account #: _____ Checking ___ Savings ___

Financial Institution #2:

_____ 100% of balance of your net paycheck **OR** \$ _____ amount per pay

Account #: _____ Checking ___ Savings ___

Return this completed form to **Payroll Department, Business Office at District Office.**

Direct deposit changes/additions take 2-3 pay periods to take effect (4-6 weeks). Once your paperwork has been processed, the first check after the change/addition will be a LIVE check that will need to be cashed/deposited. The check following that will be directly deposited into your new account. If you have questions regarding direct deposit, call **Payroll Department** at 298-5000, extension 40109.

Blank direct deposit forms are available in the main office of any school.