

# Employee Direct Deposit Enrollment Form

To enroll in full service direct deposit, simply fill out this form and return to the central office. Attach a voided check for your account. Ask your bank to give you the Routing/ Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.

The diagram shows a sample check MICR line within a dotted rectangular border. The MICR line text is: 1: 0123456781: 123456789 0101. Below the MICR line, three boxes with arrows point to specific parts of the line:

- Routing/Transit #**  
(A 9-digit number always between these two marks)
- Checking Account #**
- Check #**  
(this number matches the number in the upper right corner of the check – not needed for sign-up)

## ACCOUNT INFORMATION

1. Bank Name / City / State: \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account #: \_\_\_\_\_

☐ Checking ☐ Savings

**This authorization is to remain in full force and effect until SCHOOL has received written notification from employee to terminate in a reasonable opportunity to act on it.**

**We hereby authorize Jac-Cen-Del School Corporation, hereinafter called COMPANY, to initiate credit entries and remittance data, and if necessary, debit entries and adjustments for any credit entries in error to our account indicated above and the financial institution named above, hereinafter called FINANCIAL INSTITUTION, to credit the same to such account we acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law. All parties are bound to the NACHA Operating Rules.**

Employee Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**All payroll check ledgers are delivered to each school. If you would like to view your stub for the week, you can contact the office at your school.**