

Whiteford Agricultural School District
AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT(S)

Type of Automatic Deposit Transaction (check only one box): Create Change Cancel

I authorize Whiteford Agricultural Schools to initiate, change or cancel credit entries to my CHECKING and/or SAVINGS ACCOUNT(S) indicated below:

OPTION 1: DEPOSIT TO ONE ACCOUNT

Please deposit my entire net pay directly into the existing account listed below:

Type of account (check only one): Checking Savings

Bank Name: _____ Bank Address: _____

Bank Routing Number: _____ Bank Account Number: _____

(for help determining bank routing and account number, please review example on next page)

OPTION 2: DEPOSIT TO TWO OR MORE ACCOUNTS

Deposit net pay into Account #1

Account #1: Type of account (check only one): Checking Savings

Bank Name: _____ Bank Address: _____

Bank Routing Number: _____ Bank Account Number: _____

(for help determining bank routing and account number, please review example on next page)

Deposit \$ _____ (specific dollar amount) into Account #2

Account #2: Type of account (check only one): Checking Savings

Bank Name: _____ Bank Address: _____

Bank Routing Number: _____ Bank Account Number: _____

Deposit \$ _____ (specific dollar amount) into Account #3

Account #3: Type of account (check only one): Checking Savings

Bank Name: _____ Bank Address: _____

Bank Routing Number: _____ Bank Account Number: _____

Deposit \$ _____ (specific dollar amount) into Account #4

Account #4: Type of account (check only one): Checking Savings

Bank Name: _____ Bank Address: _____

Bank Routing Number: _____ Bank Account Number: _____

Authorization

This authorization is to remain in full force and effect until Whiteford Agricultural Schools has received written notification from me of its change or cancellation. A written change or cancellation notice must be received in sufficient time to allow Whiteford Schools a reasonable opportunity to act upon it. **A new authorization is required for each change on BANK, ACCOUNT NUMBER and/or AMOUNT.**

Employee name (print): _____

Employee signature: _____ Date: _____

**IMPORTANT: RETURN THIS COMPLETED, SIGNED FORM ALONG
WITH THE PROPER DOCUMENTATION TO THE BUSINESS OFFICE.**

*Attach a voided personal check for checking accounts and/or a savings account deposit slip for savings accounts.
THIS AUTOMATIC DEPOSIT REQUEST WILL NOT BE PROCESSED WITHOUT THE PROPER FORMS ATTACHED.*

FOR YOUR INFORMATION ONLY – do not send this page to the Business Office

To determine your bank routing number and bank account number, look at a check or a deposit slip from the account you wish to use.

The first nine (9) digits will be the bank routing number (transit / ABA number).

The second set of digits will be the bank account number.

Example check:

The image shows a sample check from "YourBank of Tampa". The check includes the following fields and markings:

- Payor Information:** JOHN DOE, 1124 Maple St., Tampa, FL 33602.
- Transit / ABA Number:** Indicated by a red arrow pointing to the first nine digits of the MICR line, which are 101010011.
- Account Number:** Indicated by a red arrow pointing to the next set of digits in the MICR line, which are 0551005115100.
- Check Number:** 1101, located in the top right corner.
- MICR Line:** The full line of numbers at the bottom is : 101010011 0551005115100 1101.
- Other Fields:** "Pay to the Order of" and "\$" are present but empty. "Date" and "Dollars" are also present but empty.