



DIRECT DEPOSIT AUTHORIZATION

I authorize Independent School District # 13 and the financial institution(s) listed below to make payment of my net pay electronically, and if necessary, make adjustments to the following account(s) each payday. In the event an adjustment must be made, I will be advised by the Payroll Department beforehand. I also authorize the district to provide my paystubs electronically. **This authority will remain in effect until superseded, I have cancelled it in writing or upon separation of my employment from the District.**

Employee #

Printed Name

Signature

Date Signed

_____ <i>Primary Account</i> --Financial Institution	<input type="checkbox"/> Checking
	<input type="checkbox"/> Savings
_____ Percentage	★ Percentage of net pay (Balance after other allocation, if applicable)

Attach voided check or bank generated document directly behind this form

_____ <i>Secondary Account</i> --Financial Institution	<input type="checkbox"/> Checking
	<input type="checkbox"/> Savings
_____ Percentage/Dollar Amount	<input type="checkbox"/> Percentage of net pay <input type="checkbox"/> Specific dollar amount

Attach voided check or bank generated document behind primary account document

Important Notes & Instructions:

- **Please read, fully complete, sign and return to the Payroll Department.**
- Employees are required to sign up for direct deposit of wages and have the option of dividing net pay between 2 accounts.
- Please be certain your percentages add up to 100%.
- Voided check(s) **OR** a bank generated notice of routing and account number(s) must be attached; failure to do so will delay direct deposit setup. Documents with handwritten account and/or routing numbers are **NOT** accepted. Deposit slips are also **NOT** accepted.
- No changes to Direct deposit information can be made between June and September.
- Please contact the Payroll Department with questions at extension 4531.

Date Entered in System