AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

TEWKSBURY PUBLIC SCHOOLS

This form is to be used to: Initiate a Direct Deposit of an employee's entire paycheck Initiate an ACH transfer of a specific amount to a financial institution If initiating a NEW Direct Deposit or ACH transfer, complete this form in its entirety Change the amount of an existing ACH transfer If changing the amount of an existing ACH transfer, correct the amount here, enter the name of the BANK and sign below: OLD AMT \$ NEW AMT \$ BANK: You do not need to complete any other information on this form. Changes to ACH transfers will commence on the next payroll after this form is received.	
Employee Name	Date
Name of Financial Institution	City
(ATTACH A VOIDED CHECK)	SAVINGS (ATTACH A DEPOSIT SLIP)
NAME ACCOUNT CHECK PRINT C 1 23 L 25 L 26 L 27 C 2 L 23 L 25 L 27 C 2 L 27 L 25 L 27 C 2 L 27 L 25 L 27 L 27 L 27 L 27 L 27 L	Sank Routing Bank Routing Bank Account Number Number
Routing number	Account number:
I hereby authorize the Tewksbury Public Schools to deposit the following amount to the account named above: FULL CHECK OR AMOUNT \$	
Enter email address here if interested in receiving your check stub via email	If receiving check stub via email, please note that the email attachment is password protected and the password is the last 4 digits of your social security #. I hereby authorize the Tewksbury Public Schools to initiate credit entries and to initiate, if necessary, debit entries and adjustments
for any credit entries made in error to my account listed above. This authority is to remain in full force and effect until the Tewksbury Public Schools has received written notification from me of its termination in such time and in such manner as to afford the Tewksbury Public Schools and the financial nstitution a reasonable opportunity to act on it.	
Further, I am aware that the first payroll after this notice is received by the payroll office will be a PRE-NOTE, whereby a est is run to insure that all Routing and account numbers are accurate. If no errors are encountered, the deposit will be LIVE" on the second payroll after this notice is received.	
Signature of EMPLOYEE	