

**Whiteford Agricultural School District**  
**AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT**

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

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 below)*

Employee name (print): \_\_\_\_\_

Employee signature: \_\_\_\_\_

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

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Last 4 of Social: \_\_\_\_\_

**IMPORTANT: RETURN THIS COMPLETED, SIGNED FORM TO THE BUSINESS OFFICE EITHER  
VIA EMAIL TO [STRICK@WHITEFORD.K12.MI.US](mailto:STRICK@WHITEFORD.K12.MI.US) OR VIA THE US MAIL TO: 6655 CONSEAR ROAD,  
OTTAWA LAKE, MI 49267 ATTN: BUSINESS OFFICE.**

**FOR YOUR INFORMATION ONLY**

To determine your bank routing number and bank account number, look at a check or a deposit slip for 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:

