



REEDSPORT SCHOOL DISTRICT 105

100 Ranch Rd. * Reedsport, OR 97467 * 541-271-3656 * www.reedsport.k12.or.us
Elementary School * 2605 Longwood Dr. * Reedsport, OR 97467 * 541-271-3616
Jr./Sr. High School * 2260 Longwood Dr. * Reedsport, OR 97467 * 541-271-2141

DIRECT DEPOSIT FORM

I authorize the Reedsport School District and the bank listed below to deposit funds automatically into my account each payday. If funds to which I am not entitled are deposited to my account, I authorize the Reedsport School District to retrieve said funds. This authority will remain in effect until I have canceled in writing.

Deposit to my: ☐ Checking OR ☐ Savings

Financial Institution (Bank): _____

Account #: _____ Routing #: _____

PLEASE ATTACH A VOIDED CHECK OR DIRECT DEPOSIT FORM FROM YOUR BANK

Employee Name: _____
(Please print)

Signature Date

THIS PROCESS MAY TAKE TWO (2) PAYROLLS TO TAKE EFFECT

The first payroll your account number is pre-noted to your bank and you will receive a paper check.

The second payroll your check will be directly deposited to the bank account referenced above.

Please note: your direct deposit will stay in effect until you notify Payroll of a change in writing.

Please select how you would like to receive your check stub for direct deposit:

☐ I would like my pay stub sent to my Reedsport School District e-mail below:

RSD Email: _____

☐ I would like my pay stub sent postal mail to the mailing address listed below:

Address (Physical/PO Box): _____

City: _____ State: _____ Zip Code: _____