

## DIRECT DEPOSIT AGREEMENT

You may choose up to two financial institutions, one account at each financial institution.

For direct deposit to a checking account, **you must attach a voided check.**

For direct deposit to a savings account, **you must attach a preprinted deposit slip.**

(Except for federal credit unions, which do not have preprinted deposit slips, please supply some other verification.)

*(PLEASE PRINT)*

Date: \_\_\_\_\_ Initiate \_\_\_\_\_ Additional \_\_\_\_\_ Change \_\_\_\_\_ Discontinue \_\_\_\_\_  
New Bank Bank (total of 2) to pre-existing Bank on file  
bank on file

### **Part 1: Employee Information**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Bldg Location: \_\_\_\_\_ Bldg Phone #: \_\_\_\_\_

### **Part 2: Financial Institution(s) Information**

#### **Financial Institution #1:**

#### **Financial Institution #2:**

Name: \_\_\_\_\_

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

Bank ABA #: \_\_\_\_\_

(The Bank ABA number can be found at the bottom left-hand corner of your check or on your savings deposit slip.)

### **Part 3: Options** Choose only **one** option, check and complete

#### **Option 1: Direct deposit to only one financial institution**

\_\_\_\_\_ 100% of your net paycheck **OR** \$\_\_\_\_\_ amount per pay

Account #: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

#### **Option 2: Direct deposit to two financial institutions** (enter information for both in Part 2 above)

Financial Institution #1:

\$\_\_\_\_\_ amount per pay Account #: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

Financial Institution #2:

\_\_\_\_\_ 100% of balance of your net paycheck **OR** \$\_\_\_\_\_ amount per pay

Account #: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

Return this completed form to **Payroll Department, Business Office at District Office**. You will receive notification of the date direct deposit will take effect. SUBS will not receive notification as effective date will be based on when actually subbed. Takes 2-3 pay periods to take effect (4-6 weeks). If you have questions regarding direct deposit, call **Payroll Department** at 298-5000, extension 109.

*Blank direct deposit forms are available in the main office of any school.*