

## DIRECT DEPOSIT AGREEMENT

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

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

For direct deposit into a savings account, **you must attach verification from your bank with routing number and account number** (deposit slips cannot be accepted)

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

### **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)

### **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.**

**Only ORIGINAL documents will be accepted (no emails/fax).** Direct deposit changes/additions may take 2-3 pay periods to take effect (4-6 weeks). Once your paperwork has been processed, the first check after the change/addition will be a LIVE check that will need to be cashed/deposited. The check following that will be directly deposited into your new account. If you have questions regarding direct deposit, call **Payroll Department** at 298-5000, extension 40109.

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