

Midland Public Schools DIRECT DEPOSIT OF PAY EMPLOYEE AUTHORIZATION FORM

I authorize you and the financial institution(s) listed below to deposit my pay automatically in the account(s) indicated. Adjusting entries to correct errors are also authorized. This authority will remain in effect until I have canceled *in writing*.

ame	Employee #		Date	
Financial Institution Name Address	Bank Routing Number	Account Number	Checking Savings	Fixed Amount OR Net Pay
City State Zip		l		1
Financial Institution Name Address	Bank Routing Number	Account Number	Checking Savings	Fixed Amount OR Net Pay
ur account. Once we receive you ake sure the account number(s)	or deposit slip when authorizing a direct ur information, we will run a prenote (te are accurate. If the prenote goes throu ect deposit with your SECOND payroll. I	est) to ugh		

To: All Employees

Payroll Direct Deposit(s) through the Automated Clearing House (ACH)

Midland Public Schools offers direct deposit (fixed and net amounts) to banks electronically through the Automated Clearing House (ACH). Some reasons for this are as follows:

- ❖ The deposits are made to your account(s) on pay day no delays.
- ❖ Your funds are conveniently available even if you are not able to go to your bank due to illness, vacation, inclement weather, etc.
- ❖ Your paycheck will not get lost if it is directly deposited into your account.
- ❖ You can make direct deposits to <u>any</u> National Automated Clearing House Association (NACHA) financial institution.
- There is no cost to you.

When you complete the form, would you please help us by doing the following:

- * Read and complete the form (be sure to sign it)
- ❖ For ACH direct deposit to a checking account, attach a check from your checkbook and write "VOID" on it
- ❖ For ACH direct deposit to a savings account, attach a deposit slip, if available
- For ACH direct deposit to both a checking and a savings account, attach a voided check and a deposit slip for each one
- * Return the form with attachment(s) to the Payroll Office

Once we receive your information, we will run a prenote (test) to make sure the account number(s) are accurate. If the prenote goes through successfully, we will begin your direct deposit with your SECOND payroll. **Your first check after the form is submitted will be a physical (paper) check.**