

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

\*\*\*\* Please read and follow these instructions \*\*\*\*

Use this form to add, change, or cancel a direct deposit. Each account requires a separate form and all changes must be in writing.

A partial deposit requires a flat dollar amount to be specified. A full direct deposit requires net pay to be deposited into one account. (If a partial deposit of a flat dollar amount is specified, the balance will go into another account to be issued as a check if no secondary account is listed.)

**To set up direct deposit you must:**

1. Find out if the institution accepts direct deposits. Verify the transit number and your account number.
2. Notify the financial institution that you are setting up direct deposit through payroll. Determine if there are special requirements.

**\*\*Note:** Most financial institutions are set up to receive Direct Deposits. Some Brokerage firms, however, are not. It is the employee's responsibility to make sure the financial institution will accept direct deposits.

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Please check the appropriate box and fill in the appropriate blanks:

**New Account**                       **Change Partial Deposit**                       **Cancel Account**

**Bank Name:** \_\_\_\_\_

**Transit (ABA) Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Please check the appropriate account types:**

**Checking Account**                                               **Savings Account**

**Full Deposit**                                                               **Full Deposit**

**Partial Payment**                                                       **Partial Payment**

Specify Amount: \$ \_\_\_\_\_

Specify Amount: \$ \_\_\_\_\_

I hereby authorize Joint School District No.171 to initiate deposits to my account(s) as indicated above and the depository named above, to credit the same to such account.

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

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**PLEASE ATTACH A VOIDED CHECK**