

I.S.D #701 DIRECT DEPOSIT EMPLOYEE AUTHORIZATION FORM

Direct deposit is available to have your paycheck deposited directly into your checking or savings account on payday. You will receive a statement of earnings, deductions, leave time, and net pay similar to a check stub.

To enroll in direct deposit, fill out the information below and return this form to the Business Office with a voided check or deposit slip attached.

Employee Information:

Name: _____

Banking Information:

Deposit #1: **Bank** _____

Bank Account Number _____

Savings Account _____ **Checking Account** _____

**Dollar amount or percentage of check to be deposited
Into this account:** _____

ATTACH VOIDED CHECK OR DEPOSIT SLIP

Deposit #2: **Bank** _____

Bank Account Number _____

Savings Account _____ **Checking Account** _____

**Dollar amount or percentage of check to be deposited
Into this account:** _____

ATTACH VOIDED CHECK OR DEPOSIT SLIP

Deposit #3: **Bank** _____

Bank Account Number _____

Savings Account _____ **Checking Account** _____

**Dollar amount or percentage of check to be deposited
Into this account:** _____

ATTACH VOIDED CHECK OR DEPOSIT SLIP

I, the undersigned employee of Independent School District #701, do hereby authorize the Business Office to use the “**Direct Deposit**” option for my payroll check, effective as of the date below.

Signature: _____

Date: _____