



DIRECT DEPOSIT AUTHORIZATION FORM

To sign up for Direct Deposit, the payee needs to read the back of this form and fill in the information stated below. You will also need to submit a voided check from your checking or savings account.

Upon receipt of this form and your voided check, we will initiate the Direct Deposit procedures necessary to begin the process of having your payroll check sent directly to your banking account.

If you will be making a direct deposit into more than one account, you will need to complete the information below for each account.

Employee Name: _____

Employee ID: _____

Signature: _____

Date: _____

Account 1:

Financial Institution: _____

City: _____ State: _____ Zip: _____

Transit / ABA Number: _____

Account Number: _____

Checking _____ Savings _____ Amount to be deposited: _____

_____ **Check here if all of your check will be deposited.**

Account 2:

Financial Institution: _____

City: _____ State: _____ Zip: _____

Transit / ABA Number: _____

Account Number: _____

Checking _____ Savings _____ Amount to be deposited: _____

Account 3:

Financial Institution: _____

City: _____ State: _____ Zip: _____

Transit / ABA Number: _____

Account Number: _____

Checking _____ Savings _____ Amount to be deposited: _____

Please read carefully

All information on this form is confidential and is needed to prove entitlement to payments. The information will be used to process payment data to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the direct deposit/electronic funds transfer program.

Special notice to Account Holders:

I hereby authorize West Clark Community Schools, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated and depository named, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Changing a receiving Financial Institution

The payee's direct deposit will continue to be received by the selected financial institution until the Company is notified by the payee that the payee will complete a new direct deposit form. It is recommended that the payee maintain accounts at both financial institutions until the transaction is complete, i.e. after the new financial institution receives the payee's direct deposit payment.