



DIRECT DEPOSIT AUTHORIZATION REQUEST

Direct Deposit takes 2 payrolls to process. For the first payroll you will receive a pre-notification notice with your live check. It is your responsibility to verify the financial institution and the account number information are correct. If any information is incorrect, it is your responsibility to contact payroll immediately. The direct deposit will take place on the payroll following the pre-notification.

EMPLOYEE NAME: _____ SSN-Last 5 Digits Only: ____ - _____

ACCOUNT 1: DIRECT DEPOSIT SUREPAY

Action: Start Change Cancel

Name of Financial Institution _____

Routing Transit # _____ Account Number _____

Checking Savings Net Amount

ACCOUNT 2: DIRECT DEPOSIT SET AMOUNT

Action: Start Change Cancel


Name of Financial Institution _____

Routing Transit # _____ Account Number _____

Checking Savings I wish to deposit \$ _____ . _____

Attach:

Voided check or Direct Deposit Set-Up form from the financial institution that shows the financial institutions name, employee name, routing and account number.



Complete and submit this form to the Payroll Department in order to process request.

Payroll Use Only
Input by: _____
Pre-note Pay Period: _____
Reviewed by: _____
Pre-note <i>removed</i> Pay Period: _____
Location: _____

I hereby authorize the Phoenix Elementary School District No. 1 to initiate credit entries to my account listed on this form, and the depositor named herein to credit the same to such account. This authority is to remain in full force and effect until you have received written notification from me of its termination.

I understand that my participation in this program will be immediately terminated if my wages are garnished or assigned or upon my notice of resignation or termination.

I understand that deposits made in error will be immediately reversed from such account.

I understand I am responsible for notifying the Payroll Department before the next "due in payroll" date, as listed on the fiscal year payday schedule, if the pre-notification notice is incorrect or prior to my enacting any changes to such account.

Signature _____ Date _____