



DIRECT DEPOSIT



We are pleased to be able to offer you a new payday convenience - *Direct Deposit*. Now you can have your paycheck automatically deposited in your checking or savings account on payday. **And you don't have to change your present banking relationship to take advantage of this service.**

Direct Deposit will help you in many ways:

- It saves trips to your financial institution and to the school office.
- It saves time in depositing checks.
- It eliminates the possibility of **lost**, stolen, or forged checks.
- Your money is deposited faster and reduces the possibility of overdrafts.
- It means you get your money deposited to your account even if you're on vacation or away on business or illness.
- **You won't have to wait on the mail for those summer checks!**

Here's how *Direct Deposit* works:

On payday, you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited into your account. The amount of the deposit will appear on your bank statement. We believe you will like the added convenience of having your net pay automatically deposited for you.

Direct Deposit is safe, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to the Payroll Department.

The authorization form, which is provided below, gives your school district and financial institution authority to deposit your pay to your account. Simply complete the form in order to take advantage of Direct Deposit.

All you need to do is:

1. **Circle the type of account** to indicate whether your pay will be deposited in your **checking or savings** account.
2. Fill in your name, financial institution name and location, and date.
3. Attach a **VOIDED CHECK/DEPOSIT SLIP** for verification of all financial institution information.
4. **Sign the form.**

Employee's Authorization

Please fill out and return to the Payroll Department (District Office)

Authorization for Direct Deposit

I authorize Henry-Senachwine CUSD5 to initiate electronic credit entries, and if necessary, debit entries and adjustment for any credit entries in error to my: Checking account or Savings account each pay period. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Date: _____

Financial Institution Name (Please print) _____

Account Number at Financial Institution: (one only) SAVINGS _____ CHECKING _____

Financial Institution Routing/Transit Number _____

Financial Institution City and State _____

PRINT EMPLOYEE NAME: _____

SIGNATURE _____

*Reminder: You must attach a blank **VOIDED CHECK** (for checking account) OR a **DEPOSIT SLIP** (for savings account) to this form.*