

HILLSBORO-DEERING SCHOOL DISTRICT

DIRECT DEPOSIT AUTHORIZATION FORM FOR ACCOUNTS PAYABLE PAYMENTS

To enroll in Direct Deposit, complete this form and copy a **check** for each checking account – not a deposit slip, onto the back of this enrollment form. If depositing to a savings account, ask your bank to give you the Routing & Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure your monies are deposited correctly.

Important! Please read and sign before completing and submitting.

I hereby authorize Hillsboro-Deering School District to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Hillsboro-Deering School District to my account. In the event that Hillsboro-Deering School District deposits funds erroneously into my account, I authorize Hillsboro-Deering School District to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until Hillsboro-Deering School District and Bank have received written notice from me of its termination in such time and in such manner as to afford Hillsboro-Deering School District and Bank reasonable opportunity to act on it.

Employee Name: _____

Employee Signature: _____ Date: _____

Would you like your Direct Deposit Receipt to be delivered via work email? YES NO

Account Information

Make sure to indicate what kind of account.

1. Use the same account that my paycheck is directly deposited into.

OR

2. Use a different account

Bank Name/City/State: _____

Routing/Transit #: _____ Account Number: _____

Checking Savings

Please note: The total net pay will be deposited